

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR - ATHLETICS AND WELLNESS

PAY GRADE: A-1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To develop, implement, supervise and evaluate a comprehensive intercollegiate athletic program for the college, including fund raising efforts designed to enhance the quality of athletic activities; to provide leadership for a comprehensive program of employee and student wellness, including nutrition, fitness, intramurals and healthy lifestyles.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Minimum of a Masters degree is required.
2. Years of experience in the field: Minimum of five years' full-time experience in athletic administration, wellness, coaching, teaching, student services, educational administration, educational fund raising, business administration, or related field is required; community college experience preferred.
3. Special skills or abilities related to the position: Qualified to teach in subject area, knowledge of college principles, leadership abilities, experience in fund raising, demonstrated competency in budget development and management. Knowledge of the college mission, and of goals and objectives in meeting the mission.

Required Skills/Abilities:

- a. Ability to work cooperatively with people at all levels.
- b. Able to implement programs to comply with federal Drug-Free Workplace requirements.
- c. Knowledge of health policies and practices, managerial skills, and leadership experience.

ESSENTIAL JOB FUNCTIONS:

1. Ensure athletic program compliance with state and national athletic program guidelines.
2. Select, orient, supervise and evaluate coaches and staff. Assist individual coaches in budget preparation and develop the total athletic budget.
3. Assist coaches in scheduling and keep master schedule of athletic events.
4. Supervise recruiting in all sports, including interpretation of pertinent rules. Provide coaches with scholarship allocations as approved by college president.
5. Evaluate eligibility of athletes.
6. Coordinate and implement fundraising efforts.
7. Coordinate activities with the Patriot Athletic Booster Association and CF Foundation.
8. Assist in the process of accounting and distribution of athletic donations.
9. Coordinate transportation for athletes.
10. Implement a program of intramural activities.
11. Serve as the primary college liaison to College Square Apartments.
12. Provide leadership for a comprehensive wellness program which includes planning, and executing programs that promote health, safety and well-being to employees and students.
13. Coordinates, plans and facilitates health and fitness activities and programs for employees and students.
14. Plans and implements classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles.
15. Develops promotion and publicity plans for wellness and fitness programs throughout the organization.
16. Compiles statistical summaries of participant data, class attendance, and equipment inventories to ensure proper detailed program evaluation.
17. Develops budget, policies, and procedures relevant to the operation of the wellness program.
18. Provides educational presentations and training programs.
19. Attend Student Affairs staff meetings.
20. Carry out other collegewide responsibilities, which may be assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.

PHYSICAL DEMANDS: (continued)

- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office and gym environment.
- Ability to drive a college vehicle.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

Building 6 (Gymnasium), Ocala Campus

SUPERVISOR OF POSITION:

Vice President of Student Affairs and Enrollment Management