

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: MANAGER - ATHLETICS/HEAD COACH - BASEBALL

PAY GRADE: P-5

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To develop, implement, supervise and evaluate a comprehensive intercollegiate athletic program for the college, including fundraising 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.

To administer their sport in a manner that is consistent with the policies and procedures of the college, the Florida Community College Activities Association, the National Junior College Athletic Association, and the Mid-Florida Conference.

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: Bachelor's degree required, master's degree in a related field preferred.
2. Years of experience in the field: Minimum of five years of full-time experience in athletic administration, wellness, coaching, teaching, student services, educational administration, educational fundraising, business administration, or related field is required; community college experience preferred.
3. Special skills or abilities related to the position: Communications skills, public speaking. Knowledge of the rules of the game and policies and procedures of NJCAA and FCCAA.
4. 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 keeping the master schedule of athletic events.
4. Supervise recruiting in all sports, including interpretation of pertinent rules. Provide coaches with scholarship allocations as approved by the college president.
5. Evaluate the eligibility of athletes.
6. Coordinate and implement fundraising efforts.
7. Coordinate activities with the Patriot Athletic Booster Association and the CF Foundation.
8. Assist in the process of accounting and distribution of athletic donations.
9. Coordinate transportation for athletes.
10. Supervise student-athletes during practice, contests, and travel.
11. Adequately prepare student-athletes for competition through the planning and conducting of well-organized practices and contests.
12. To call-in results of contests to the news media and supply information to the athletic director that can be used for publicity purposes.
13. Assist in completing the eligibility process.
14. Recruit student-athletes.
15. Complete and submit injury reports to the athletic trainer as soon as possible.
16. Develop the contest schedule for his/her respective sport.
17. Attend coaches' meetings scheduled by the Mid-Florida Conference and the FCCAA.
18. Strictly adhere to the limitations of the operating budget.
19. Carry out other collegewide responsibilities and duties as 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 essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- 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 environment.
- Occasionally travels to other CF campuses and centers.

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

PRIMARY LOCATION OF JOB:      OCALA CAMPUS, BLDG 12

SUPERVISOR OF POSITION:      VICE PRESIDENT OF STUDENT AFFAIRS AND ENROLLMENT  
MANAGEMENT