

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR-ATHLETICS/WELLNESS

PAY GRADE: P-9

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The Coordinator assists the planning, organization, administration and management of the Department of Athletics and Wellness Education. Work includes management of class schedules, preparing faculty contracts, developing sport schedules, managing budgets and travel preparations. The Coordinator ensures compliance with college, state and national policies and procedures in regard to athletic administration, sports information, marketing and hosting events.

PREREQUISITIES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's Degree (Education, Physical Education, Sports Administration, Sport Science, Communications or Mass Communications or similar field) required.
2. Years of experience infield: Minimum of three years' work experience in sports management, athletic administration, sports science, educational administration or related field required.
3. Special skills or abilities related to position: Experience in developing plans, schedules and budgeting. Possess a strong background in sports information, sports publicity, and marketing and media contacts. Possess strong organizational and computer skills with emphasis on word processing, spreadsheets, data collection and dissemination of information. Possess the ability to communicate effectively with college departments and community organizations. Some evening and weekends may be required.

ESSENTIAL JOB FUNCTIONS:

1. Supervises staff and /or student assistants, including recruitment, selection, training, work assignment, evaluation, and termination.
2. Coordinates contracts for sport schedules, develops sport travel requests and auditing of transportation, housing and meals per state and institutional policies.
3. Manages accounts for specific budgets and projects, provides documentation and interpretation for audits.
4. Manages the signing of scholarships, external communication with college departments on housing, meals, books, tuition and the accountability of the athletic program.
5. Manage and coordinate all aspects of the sports information program

ESSENTIAL JOB FUNCTIONS (Continued):

6. Coordinates use of facilities, secures instruction materials, equipment and supplies as needed to facilitate programs
7. Analyzes and evaluates student transcripts, records and eligibility status in regard to state and national rules and regulations.
8. Manages and supervises facility requests, projects and rentals.
9. Gathers and maintains information to support special reports, state and national honors and recognition of records and accomplishments
10. Supervise staff assigned to special events or as assigned within the department.
11. Act as point of contact for faculty, staff, students and visitors
12. Requires overnight, out-of-district travel on a recurring basis.
13. Must have a valid FL Driver License
14. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required and appropriate for the position.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate orally and in writing
- Light lifting and carrying (25 pounds and under)
- Reaching
- Climbing
- Walking
- Standing
- Bending
- Stooping
- Ability to do light facility set-up by climbing stairs, ladders and moving moderately heavy equipment
- Must have no physical restrictions

ENVIRONMENTAL CONDITIONS:

- Works in an office environment
- Works in gymnasium and indoor exercise areas
- Works outdoors

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

PRIMARY LOCATION OF JOB: Ocala Campus-Building 6-Gymnasium

SUPERVISOR OF POSITION: Director-Athletics and Wellness Education