

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR - ATHLETICS AND WELLNESS EDUCATION

PAY GRADE: A-14

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 coordinate a program of intramural activities for the college and provide leadership for wellness education.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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 required.
2. Years of experience in field: Minimum of five years experience in coaching, teaching, student services, educational administration, educational fund raising, business administration, or related field; community college experience preferred.
3. Special skills or abilities related to 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.

ESSENTIAL JOB FUNCTIONS:

1. Select, orient, supervise and evaluate coaches and wellness faculty. Assist individual coaches in budget preparation and develop the total athletic budget.
2. Assist coaches in scheduling and keep master schedule of athletic events.
3. Supervise recruiting in all sports, including interpretation of pertinent rules. Provide coaches with scholarship allocations as approved by College President.
4. Evaluate eligibility of athletes.
5. Coordinate and implement fundraising efforts.

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ESSENTIAL JOB FUNCTIONS: (continued)

6. Coordinate activities with the Patriot Athletic Booster Association and CF Foundation.
7. Assist in the process of accounting and distribution of athletic donations.
8. Coordinate transportation for athletes.
9. Implement a program of intramural activities.
10. Serve as the primary college liaison to College Square.
11. Provide leadership planning, development and budget management for health, wellness and physical education.
12. Attend Instructional Staff meetings.
13. 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 accommodation 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 communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- 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 44 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting Throwing, Driving, Balancing and Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office and gym environment.

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

PRIMARY LOCATION OF JOB: Building 6 (Gymnasium), Ocala Campus

SUPERVISOR OF POSITION: President

