

# FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971

(530) 283-0202, ext. 257

[www.frc.edu](http://www.frc.edu)

## DIRECTOR of ATHLETICS

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### DEFINITION:

This active leadership role is responsible for advocating and supporting student-athletes by providing an environment where they can achieve their educational goals while flourishing athletically. Under general direction of the Superintendent/President, plan, develop, organize, schedule, promote, coordinate, supervise, and monitor the day-to-day activities and operations of all Feather River College athletic programs. Supervise the Feather River Fitness Center (FRFC). Work in cooperation with the Vice President Instruction/CIO for supervision and scheduling of faculty teaching assignments within the Health and Exercise Science Department. Work in conjunction with the Vice President of Student Services/CSSO for orientation, student conduct, and the development of student-athletes outside of the classroom.

Feather River College currently competes in the following intercollegiate sports for women: basketball, beach volleyball, cross country, rodeo, soccer, softball, track & field and volleyball; and sports for men: baseball, basketball, football, soccer, and rodeo.

### CLASSIFICATION:

- FLSA Exempt
- Classified Management Position
- Date Modified: August 2022

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Foster an environment of academic and athletic success: develop and maintain a collaborative and collegial Athletic Department atmosphere focused on the development of student-athletes
- Plan, coordinate, and promote the activities and operations of athletic programs.
- Monitor and implement athletic program policies and procedures and ensure compliance with conference, state, federal, and other related regulations.
- Represent the district in the Golden Valley Conference (GVC), California Community College Athletic Association CCCAA, Northern California Football Alliance (NCFA) meetings, and other athletic organization meetings as assigned.
- Manage and reduce liability of athletics by ensuring safe facilities and equipment for all sports while working directly with FRC personnel to ensure compliance.
- Assist, prepare and manage budgets for Athletic Programs, Feather River Fitness Center (FRFC), and Health and Exercise Science (HES) departments. Oversee the proper collections and accounting of monies related to athletic events, fundraising, and athletic local revenue accounts. Monitor and ensure fiscal activities support Title IX compliance standards.
- Direct and maintain current Athletics Department website content and other social media.
- Coordinate athletic facility schedules in conjunction with the Director of Facilities and vice presidents to ensure efficient athletic operations that support and further the district's goals, plans, and educational programs.
- Coordinate team practices; provide game management supervision, and assist in the resolution of departmental problems as needed.
- Market and promote the Athletic Department, Feather River Fitness Center (FRFC), and Health and Exercise Studies (HES) Department activities.
- Conduct Athletic Department, FRFC, and HES Department meetings and oversee the preparation and distribution of agendas and meeting minutes.
- Complete and submit required local, state, and federal reports and forms. Coordinate efforts with the Human Resource Director and Superintendent/President to ensure mandated requirements.
- Establish and maintain self-review committee for Title IX compliance. Draft annual status reports and action plans and to address Title IX compliance measures in coordination with the Title IX Officer and program review recommendations.
- Ensure district compliance with Name, Image, and Likeness laws and regulations, including providing in-service training to coaches and student-athletes.
- Supervise the Feather River Fitness Center (FRFC) Director; oversee all aspects of the FRFC operations, including personnel and safe working environment.

- Supervise assigned staff. Oversee the screening and interviewing of part-time, temporary HES instructors, and coaches, and other staff. Ensure adequate staffing for all intercollegiate teams and classes. Participate in the evaluation of coaches, HES faculty, and assigned staff.
- Perform other related duties, as assigned.

Knowledge of:

- Development of students as both athletes and students interested in graduating, transferring, and earning their educational goals.
- Principles and practices of community college athletic programs. Knowledge of NCAA and NAIA eligibility and transfer requirements.
- Laws, codes, contracts and regulations governing community college athletic programs including district, league, and state regulations.
- Basic computer use;
- English grammar, spelling, composition and punctuation;
- Basic principles and practices of marketing sports programs and fundraising.
- Principles and practices of program budgeting and monitoring.
- Management and supervisory techniques and practices.

Skill/Ability in:

- Maintain cohesive, collegial, and supportive department working relationships
- Planning, directing, staffing, budgeting, and coordinating all associated activities associated with an intercollegiate athletics program.
- Ability to research, analyzes problems/conflicts, determine effective solutions, and take action for successful results.
- Ability to promote the college and its athletic programs.
- Strong work ethic.
- Excellent organizational skills.
- Ability to communicate with various constituents, general public, students, coaches, faculty, staff, and administrators.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of potential and current community college students;
- Exercising sound independent judgment within established guidelines;
- Working and operating independently and handling multiple tasks simultaneously.
- Reading, interpreting regulations, policies and procedures related to sports programs and compliance.
- Budget planning and management of Athletic Department.
- Developing and managing a variety of records, data and required reports.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited university plus one year management or supervisory experience;
- OR a combination of education and work experience equivalent to the above requirements.

**OTHER REQUIREMENTS:**

- CPR and First Aid certification (if not held, to be obtained within three months of hire).
- Valid California driver's license.
- Must be willing to travel and to work evenings and weekends as required.

**DESIRABLE QUALIFICATIONS:**

- Knowledge of NCAA, NAIA, NJCAA, and CCCAA rules and bylaws.
- Experienced in game operations and promotional activities, including social media,
- Previous college-level playing or coaching experience
- Experience developing student-athletes
- Master's degree in Physical Education or related field desired.

**PHYSICAL EFFORT/WORK ENVIRONMENT:** The physical abilities involved in the performance of essential duties are:

- Manual dexterity to operate keyboards, manipulate papers;
- Speech and hearing to communicate effectively with individuals and to groups;
- Vision to read text, forms and computer screens;
- Physical ability to maneuver set up and break down sports equipment as needed;
- Lifting and carrying athletic equipment and materials up to 40 pounds;
- Perform light repairs and maintenance.

This work is performed in a variety of indoor, outdoor and athletic field settings, both on and off campus.