**JOB DESCRIPTION**

**Feather River College**

**Program Coordinator - Athletics**

**Purpose Statement**

The job of Program Coordinator - Athletics is done for the purpose/s of coordinating with staff and students on a variety of matters including project management, administrative assistance, and clerical support to the Director of Athletic Operations and Events.

This job reports to the Director of Athletic Operations and Events

**Essential Functions**

* Assists the Director of Athletic Operations and Events (e.g. in disseminating instructions and information to various college departments; interprets and applies policies and procedures; assists students, staff, and public resolving problems and complaints, etc.) for the purpose of ensuring compliance with state and federal policies and regulations in both intercollegiate Athletics and Health and Exercise Studies (HES) programs.
* Assists in the determination of student eligibility (e.g. files appropriate documents, ensures compliance with CCCAA, NCAA, NCFA, NAIA, NJCAA and GVC regulations, etc.) for the purpose of determining student eligibility for athletics.
* Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
* Coordinates a variety of activities (e.g. program components, support needs, recruiting, applicant information gathering, etc.) for the purpose of delivering services in compliance with established guidelines.
* Coordiantes/schedules calendars for the Director of Athletic Operations and Events, coaches, and others. (e.g. schedules and coordinates meetings; maintains the master calendar of Athletic events; makes travel arrangements; organizes and coordinates special events such as new student orientation, etc.) for the purpose of ensuring efficiency in the operations of the Athletic Department.
* Manages all student-athlete insurance claims (e.g. reviews and submits, etc.) for the purpose of ensuring students' and organizations' best interests are protected.
* Manages athletic competitions, games, and events for the purpose of ensuring compliant, efficient, and safe operations, including out of town, nights, and weekends (as needed).
* Manages and/or supervises content (e.g. on the website, social media, intranet, and master calendar of events, etc.) for the purpose of providing relevant, accurate, and valuable information.
* Participates in meetings, workshops, trainings, and seminars (e.g. workshops, committees, seminars, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
* Prepares a wide variety of often complex materials (e.g. plans, budgets, reports, transfers, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
* Represents assigned Administrator in their absence (e.g. at events, and at a variety of internal and external meetings, etc.) for the purpose of conveying and/or gathering information, enforcing compliance, providing security measures, and making decisions within delegated authorities.
* Researches data and information for the purpose of Athletic department use, state reports, program review, federal and state grants, fiscal, and administrative purposes.
* Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
* Supervises student workers (e.g. assigns, monitors, and reviews work, etc.) for the purpose of ensuring activities are conducted in accordance with local, state, and federal regulations.

**Other Functions**

* Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include public relations policies and procedures; community resources; and personnel practices; accounting practices, intercollegiate policies and procedures, Title IX, and Family Educational Rights and Privacy Act (FERPA).

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes, and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes, and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem-solving with data frequently requires independent interpretation of guidelines, and problem-solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Minimum Education and Experience

Associates’ Degree and three years’ experience in an athletics environment OR Bachelor’s Degree in a Business or Sports related field

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| Certificates | |
| Valid Driver’s License | |
| Continuing Educ./Training |  | |
| None Specified |  | |

Approval Date

11/15/21