

RANGE N05

**JTC NO. CT5
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: College Athletic Program Coordinator

DATE PREPARED: Fall 2006

DATE REVIEWED: Fall 2009; Summer 2012; Fall 2016

GENERAL SUMMARY:

Coordinates alongside the College Athletic Director and/or College Vice President the overall direction of an athletic team/s within the college intercollegiate athletic program, including program planning, promotion, operation, budget development and evaluation working within the rules, guidelines and philosophy of the metro Athletic Conference and National Junior College Athletic Association, Division III.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for maintaining attendance records and statistical information related to retention rates of student athletes.
- Coordinates with coaches, the Metro Athletic Conference (MAC), and the National Junior College Athletic Association (NJCAA) to schedule intercollegiate sporting events competition, oversees the maintenance of schedules.
- Works with coaches to design and implement student development activities and assists in assuring compliance; organize and facilitate the student athlete orientation, organize and staff student athlete physicals yearly, and advise all female student athletes.
- Coordinates with Public Information for press releases, feature articles, photo requests, and other marketing practices to promote collegiate athletics.
- Assists in the development and monitoring of budget allocation to the team/s, including the requisition of equipment, supplies, and uniforms with inventory of same.
- Prepares and generates reports, proposals, and recommendations related to recruitment, retention, and long range planning for the area.
- Assists in the monitoring and control of expenditures in conjunction with business services.
- Coordinates monthly staff meetings; facilitates quarterly Athletic Advisory Committee meetings; attend Metro Athletic Conference council meetings.
- Coordinates various athletic related activities to attract and promote college services. Works with the surrounding community to encourage use of campus facilities.
- May supervise, train and evaluate assigned staff, including coaches, and/or volunteers.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- May works with specific grant programs that related directly with athletics (e.g. summer campus, etc.)
- May coordinate and initiate various fundraisers and sponsorships for Athletic Department.
- May coordinate Intramural Activities.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Ability to occasionally lift and carry moderately heavy sporting equipment weighing up to 20 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree plus three years of experience in a collegiate environment, including supervision **or** Associate's degree plus five years of experience in a collegiate environment, including supervision. Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. Oral and written communication skills to effectively interact with various individuals including varying levels of DCCCD staff from diverse backgrounds. The ability to provide quality customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 11/03/06
revised 9/2007; msv: rje
revised: 09/2008-rje;ccp
rrg: 0909 rje revised
reinstated: 06/2010
revised: 08/2012 - emm
revised: 12/2016 - emm