

AUGUST 2020
FLSA: EXEMPT
SALARY GRADE: X
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, ATHLETICS

BASIC FUNCTION:

Responsible for the quality and administration of the Athletic Department; directs the development of program goals and objectives; and Implements and recommends policies and procedures for the effective and efficient operation of the athletic program.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from area administrator, and supervises, directs, and manages assigned District personnel.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY):

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads and collaborates in the development of the strategic plan for the Department of Athletics, inclusive of all sports programs; assesses and recommends updates to the annual, long range, and strategic plans for Athletics personnel, programs, and facilities.
2. Monitors and supervises athletic recruitment efforts and serves as the liaison to enrollment and admissions programs, which may include attending open houses and recruitment meetings; promotes, highlights, and markets athletics; communicates with a variety of community college personnel and others to coordinate program activities, annual recognition events, and provides guidance, direction, and assistance in other program-related issues.
3. Interacts with coaches and student-athletes during team activities; prepares, directs, supervises, and reviews home athletic contests and tournaments.
4. Directs, monitors, and reviews travel arrangements and official assignments and athletic fundraising activities, including community outreach.
5. Ensures compliance with local, state, federal, and District guidelines; understands and applies California Community College Athletics Association (CCCCAA), Conference, and National Collegiate Athletic Association (NCAA) rules and federal gender equity requirements.
6. Provides supervision and direction to assigned staff; assigns, directs and evaluates the performance of all direct reports; establishes goals and objectives for assigned areas of responsibility in alignment with strategic plans and administrative program review.
7. Collaborates with the academic dean, as needed, regarding matters that overlap between the coaches role as both coach and faculty member; promotes orientation, in-service education, and professional development of coaches and staff; communicates with and provides opportunities for coaches and staff to provide input on college-wide sports matters.
8. Develops and recommends athletic budgets, supervises expenditures, maintains fiscal controls, and manages area facilities, equipment and maintenance; oversees and makes recommendations for use of department facilities by outside users.

9. Oversees the academic success and progress of student athletes to ensure athlete's eligibility and academic success; highlights academic and athletic honors and awards.
10. Participates in local, regional and state activities to promote athletic programs and the college/District; directs the marketing of athletic programs among students, alumni, staff, and the community; assists in interpreting college programs to the general public through community contacts, and participation in community activities.
11. Performs other duties, related to the position, as assigned.

QUALIFICATIONS

Knowledge Of:

1. Riverside City College's athletic landscape and program trajectory, including curriculum, student-athlete profiles, and college's mission, principles, and strategic plan.
2. CCCAA and NCAA rules and regulations that govern intercollegiate competition,
3. Federal gender equity requirements,
4. Coaching techniques and procedures,
5. Sports administration, fundraising and public relations,
6. Recordkeeping techniques,
7. Budget development,
8. Programs geared at the academic achievement of student-athletes;

Ability To:

1. Build and cultivate strong and positive relationships with coaches, student-athletes, athletic department staff, academic and administrative departments and the community.
2. Demonstrate the ability to work with all of these stakeholders in a cooperative and collaborative manner while displaying effective management and leadership styles.
3. Develop fundraising opportunities and programs and work with student and community leaders to increase attendance and interest at home athletic events in an effort to create an enthusiastic environment at all contests.
4. Mentor and train new coaches in recruiting student-athletes, preparing budgets, scheduling and involvement with college activities and resources.

Education And Experience: A master's degree from an accredited institution in physical education or a closely related area and three years of experience coordinating and overseeing athletic programs in a leadership position, including collegiate experience.

Administrative experience in community college athletic program development, management, and leadership is preferred.

Licenses/Certifications: None.

PHYSICAL DEMANDS:

Primary functions require sufficient physical ability and mobility to work in an office setting, as well as visit and observe athletic events year round, both indoor and outdoor.

ENVIRONMENTAL CONDITIONS:

Work is performed in both a normal office environment, inside gymnasiums, and outdoors on sports fields and in

stadiums/arenas year round, and also visits sports activities in a variety of weather outdoors on fields, in stadiums/arenas, and/or gymnasiums.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, other departmental staff, students, parents, other community college personnel.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.