CLASS SPECIFICATION
Athletic Coordinator

FLSA Status:  Nonexempt
EEOC Job Category:  Professionals
Union Representation:  Represented

GENERAL PURPOSE
Under general supervision, coordinates and oversees intercollegiate athletic programs and the Student Athlete Success Center while adhering to all rules, regulations, and policies regarding student-athlete eligibility, student-athlete orientation and student-athlete programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
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. Administer, direct, and supervise all aspects of the athletic programs as they relate to facilities, schedules, athletic eligibility, physical examinations, equipment, transportation and insurance. Assure game supervision and management of home athletic contests.

2. Assure compliance with all laws, rules and regulations associated with national, state, and conference codes.

3. Promote athletic programs throughout the college and within the community. Participate with appropriate booster groups, student groups, community groups, and college committees.

4. Plans, organizes, manages and evaluates LBCC’s Student-Athlete Success Program; establishes program plans, initiatives and activities to meet college and Athletic Department goals and objectives; implements program plans, work processes, procedures and policies required to achieve program performance goals; coordinates and integrates program functions with staff and faculty in counseling, athletics and administration; monitors expenditures against an annual program budget.

5. Represents the District at meetings, conferences and seminars including but not limited to the NCAA, California Community College Athletic Association and Conference and provides reports and updates from these areas.

6. Coordinates with the Student Athlete Success Center staff, trainers and coaches to establish the biannual dates and times for the Student Athlete Orientation Program. Participates in organizing and conducting the orientation.

7. Acts as department liaison, communicates, coordinates and follows-up with various divisions, departments, outside agencies or others to implement plans and actions pertinent to department responsibilities in compliance with District policies, procedures and standards; organizes and oversees related activities.
8. Develop, allocate and monitor the Associate Student Body budgets associates with athletic teams. Assist coaches with budgetary compliance.

9. Coordinate fundraising efforts performed through the Foundation, including the Hall of Champions banquet, the annual golf tournament and other athletic department events.

10. Assure continuity, equity, and compliance with all sports offerings, including preparation of appropriate national, state, and local reports related to athletics: Equity in Athletics Disclosure Act, Title IX compliance and CCCAA Form R4, as well as any other related conference or college program reviews.

11. Works to ensure student-athlete compliance with NCAA eligibility requirements; maintains records of all athletic team members’ grades and class attendance; assists student-athletes’ compliance with “12 unit” rule.

12. Assists LBCC student-athletes in identifying opportunities for and responding to recruitment by four-year colleges/universities; coordinates four-year college coaches’ recruitment visits to LBCC; assists student-athletes in making the transfer from LBCC to a four-year college.

13. Prepares and presents student-athlete success program information to school deans, parents and outside groups; compiles, maintains and updates data on LBCC’s persistence rates, retention rates and transfer rates of student-athletes by semester.

14. May perform specialized activities related to the athletic department’s core functions.

OTHER DUTIES

1. Perform specialized activities related to the athletic department’s core functions.

2. Attends a variety of meetings, training sessions, conferences, committees, seminars and workshops as required.

QUALIFICATIONS

Knowledge of:

1. An athletic program and its functions and operations.

2. The laws, rules, regulations, and codes associated with community college athletic programs.

3. Athletic eligibility requirements.

4. Specific needs of individual sports.

5. Procedures and practices of student-athlete development, admissions, counseling, eligibility for sports participation, and college transfer.


7. Principles and practices of program planning and management.

8. Principles and practices of sound business communication.

9. Research, data compilation, database management, recordkeeping, and reporting techniques.
Ability to:

1. Understand, interpret, explain and apply NCAA, CCCAA rules and requirements applicable to LBCC student-athlete issues/needs.

2. Coordinate with multiple departments within LBCCD to ensure student-athletes are provided maximum assistance in sustaining their athletic eligibility and positioning themselves for successful transfer to a four-year institution.


4. Communicate effectively with student-athletes, parents and community groups.

5. Interact effectively and persuasively with visiting coaches from four-year institutions.

6. Perform research and analysis on student-athlete trends/status.

7. Utilize computers and other forms of advanced technology.

8. Prepare clear and accurate financial records, correspondence and other written materials.

9. Organize work, set priorities and exercise sound judgment within established guidelines.

10. Interpret, apply and reach sound decisions in accordance with applicable law, rules, regulations, policies and department procedures.

11. Exercise sound independent judgment within areas of responsibility.

12. Communicate clearly and effectively, orally and in writing.

13. Understand and carry out written and oral instructions.

14. Establish and maintain effective working relationships with District management, staff, external agencies and others encountered in the course of work.

15. Use a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential situations and concerned individuals.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in education, physical education, sports management or a related field; and three years of recent experience directing, coordinating, and administering college, high school, or community sports programs; or an equivalent combination of training and experience. A Master’s degree is highly desirable.

Licenses; Certificates; Special Requirements:

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.
PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift or push up to 50 pounds.

Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and the ability to adjust focus and distinguish colors.

Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform detailed work under changing deadlines on multiple concurrent tasks; work with interruptions and interact with students, District administrators, management, staff, community organizations, state and federal agencies, the public and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works under typical office conditions.