



## Job Classification Description

**ASSISTANT DIRECTOR OF ATHLETICS/COACH/CSC  
VSC UP – PAT Bargaining Unit**

**Grade 12  
Exempt**

### **BASIC FUNCTION**

To coordinate College recreation and intramural programs; to coach one or more varsity sport(s); to maintain and inventory physical education and athletic equipment; to prepare facilities for Athletic activities.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Plan, implement, administer, coordinate, monitor and evaluate a comprehensive recreation program, including operating policies and procedures.
- Carry out various on-going planning activities related to recreation programs such as new program design, development of fall and spring sports calendars, developing programwide and sports-specific rules and regulation; prepare intramural handbooks and other written program materials, make recommendations for equipment purchases, plan program marketing strategies, and the like.
- Assist with planning and managing program operating budgets.
- Monitor recreation program activities, facilities and equipment on a regular basis, ensuring adherence to established operating procedures, with a focus on safety procedures.
- Coach one or more Division III athletic team under the guidelines established by the NCAA and NAIA, including: recruiting student athletes, establishing practice schedules and holding practice sessions, scouting of opponents games, preparing for and coaching during games.
- Maintain equipment for physical education classes and athletic events including:
  - keeping track of equipment needs, proper storage and performing a regular inventory of equipment.
  - Set up equipment for physical education classes in a proper manner in accordance with instructional needs;
  - Set up equipment for home athletic events for indoor and outdoor facilities, including: lining fields, cutting grass, sweeping gym floor, fixing goals, setting up score board and other related duties.
- Hire, train and supervise student intramural officials and other student assistants to carry out the tasks related to equipment maintenance and set up for classes, athletic events preparation, activities during events, and recreation and intramural programs.
- Perform other related duties as assigned.

Assistant Director of Athletics/Coach/CSC, continued

**SUPERVISION RECEIVED**

General supervision is received from the Director of Athletics.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in recreation, physical education, recreation, or other appropriate discipline with a master' degree desirable, plus two to four years relevant experience in recreation/athletics/coaching, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong and varied technical skills and interest in recreational activities.
- Broad base of knowledge and skills related to pool and athletic facilities, management, coaching, recruiting and other relevant experience.
- Coaching experience.
- Ability to deal effectively with a wide range of College students, personnel, as well as media contacts, facilities users and others outside the college.
- Week-end and evening work is required.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

**6/99**