



Job Classification Description

SHAPE FACILITIES MANAGER/ATHLETIC DEPARTMENT ASSISTANT

VSC UP PAT Bargaining Unit

Grade 11

Non-Exempt

BASIC FUNCTIONS

To direct and manage the use of the College SHAPE facilities; to serve as the athletic trainer for all Vermont Technical College athletic programs; to coordinate college recreation and intramural programs; and to assist in various Athletic Department functions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- To direct and manage the use of College SHAPE Facilities, including the gymnasium, fitness center, racquetball courts, climbing wall, weight room and aquatics areas.
- Coordinate the use of the SHAPE facility, including facility scheduling and staffing, supervising and monitoring of daily operations, planning and coordinating of maintenance and repairs of the equipment.
- Play a key role in overall program and operating policy/procedure planning involving SHAPE Facilities.
- Ensure that facility users and staff adhere to proper health and safety practices.
- Work in cooperation with other SHAPE Facility Managers to ensure building coverage during all operating hours.
- Select, train, manage and supervise front desk monitors, fitness center and weight room employees, lifeguards and all other part-time SHAPE and Athletic Department employees.
- Act as the college's representative in all matters involving non-student SHAPE members, including management of membership lists, communication with business office relative to collection of membership fees, administering guest policies, and conflict resolution.
- Conduct in-service training for student employees, including familiarity with the facility, emergency procedures, and blood borne pathogen training.
- Assist other SHAPE Facilities Managers, as needed.
- Assist in the overall administration, development and implementation of the varsity athletic programs.
- Assist in developing and coordinating campus outreach programs (admissions initiatives, athletic clinics, athletes performing community services, summer sports camps, and similar activities).
- Assist in Athletic Department fundraising activities.
- Act as Sports Information Officer for designated athletic program; including but not limited to: reporting sports results to the media, and the College's conference and

national athletic affiliations; updating athletic websites; and compiling and releasing statistics.

- Monitor the academic performance of student athletes in the assigned athletic programs.
- Inventory and inspect all athletic equipment of the assigned athletic programs.

ATHLETIC TRAINER

- Plan, implement and administer a college-wide program for the prevention and care of athletic injuries.
- Carry out an ongoing injury prevention program through conditioning, safety checks and formal and informal instruction of athletes in injury prevention techniques, diet and nutrition, and the like.
- Provide direct services to varsity athletes/students in care of injuries: identify, assess and care for athletic injuries, including referral to physician and outside medical facilities as appropriate; manage injuries and rehabilitation, under physician's direction, as appropriate; counsel athletes, prepare athletes for practices or contests by preventive taping; assist physicians in conducting physical exams of varsity athletes.
- Maintain and operate athletic training room, facilities and equipment.
- Recommend athletic training equipment and supplies for purchase.
- Plan, request and administer an athletic training operating budget
- Prepare required administrative records and reports, including medical reports, evaluations, treatment plans, referrals, etc.

INTRAMURALS

- Plan, implement, administer, coordinate and supervise and evaluate a comprehensive intramural program for students at the college. Develop and modify intramural programs in response to the interests of the college community and in accordance with institutional objectives and resources.
- Monitor all intramural facilities and equipment on a regular basis to ensure that all programs can be operated safely.
- Develop and submit an annual intramural plan with a supporting budget.
- Develop an intramural calendar and aggressively communicate the intramural offering to the college community.
- Prepare sports specific intramural handbooks, including competition rules and regulations.
- Hire and train student intramural officials and other student assistants, as needed, to administer the intramural program.

SUPERVISION RECEIVED

General supervision is received from Dean of the College and/or other senior members of Athletic staff.

SUPERVISION EXERCISED

Functional and administrative supervision of student workers assigned to SHAPE Facility, and any student athletic trainers.

MINIMUM QUALIFICATIONS

- Bachelor's degree in physical education, recreation, athletics , or Business administration or other appropriate discipline, with masters preferred, plus relevant experience in athletic or recreation program administration, or a combination of education and experience from which comparable knowledge and skills are acquired.
- National Athletic Trainers' Association Certification
- Previous higher education athletics experience is desirable.
- Sound knowledge of college athletics program administration, with coaching, recruiting, intramural management and/or other relevant experience.
- Ability to manage and coordinate several activities using good communication, interpersonal, public relations, supervisory and administrative skills.
- Ability to deal effectively with a wide range of College students and personnel, as well as community facility users, physicians, and others outside the college.
- Appropriate certifications in First Aid and CPR.
- Weekend and evening work is required.

This general outline illustrates the type of work that 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.