



## Athletics Director

Athletics

ATHLETICS/1

### JOB SUMMARY

This position administers, fosters and continues to grow a comprehensive, competitive and successful men's and women's intercollegiate athletic program.

### MAJOR DUTIES

- Supervises the planning and operations of the athletic program.
- Works closely with the Physical Education Division Chair to facilitate, coordinate, and schedule credit and non-credit physical education, wellness programs, and athletic activities.
- Ensures the athletic program adheres to and stays in strict compliance with NJCAA, GJCAA, Title IX rules and regulations, as well as College policies and procedures.
- Prepares and monitors the athletic and wellness program budgets.
- Ensures all athletic programs model the highest level of ethical and professional standards.
- Advances the success of student-athletics in their academic, athletic, and personal development.
- Ensures that the safety and welfare of student-athletes are highly valued within the athletic program and promote the integration of student-athletes into the student body.
- Administers and grows a diversified and comprehensive intercollegiate athletic program.
- Develops, implements, directs, and actively participates in an ongoing progressive funding program, including working to cultivate and solicit donations and gifts from major donors.
- Increases the growth and involvement of the College's Booster organization.
- Serves as an ambassador for the athletic program by attending home contests, greeting faculty, staff, current students and parents, and prospective student-athletes and their families during visits to the campus.
- Develops relationships and works closely with all facets of the media.
- Represents Dartton State College athletics in a professional manner to all internal and external constituents.
- Hires, evaluates, and provides direction to coaches and staff.
- Oversees the professional development of the coaching staff to enhance recruiting and teaching skills.
- Coordinates the scheduling, operations, and maintenance of the Physical Education/Athletic/Wellness Complex.
- Designs and administers a robust, proactive wellness program which serves students, faculty, staff, and the community-at-large.
- Fosters improvement and excellence in all athletic and wellness programs
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of intercollegiate athletics.
- Knowledge of the rules and regulations governing intercollegiate athletics including Junior College Athletic Association (NJCAA) and Georgia Collegiate Athletic Association (GCAA) rules and regulations.
- Knowledge of Physical Education and Health curriculum.
- Knowledge of budget development and management principles.
- Knowledge of supervisory principles and practices.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.

- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The President assigns work in terms of department and division goals and objectives. The supervisor reviews work through conferences, reports, and observation of department and division activities.

## **GUIDELINES**

Guidelines include NJCAA and GCAA rules, regulations and guidelines; Board of Regents policies; and college policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management and supervisory duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the college's Intercollegiate Athletics program. Success in this position contributes to the efficiency and effectiveness of athletic programs.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, representatives of athletic associations, athletic directors at other colleges, community members, physicians, game officials, members of the news media, vendors, students, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, in sports facilities, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision Head Baseball Coach (1), Head Women's Basketball Coach (1), Head Athletic Trainer (1), Head Golf Coach (1), Head Women's Soccer Coach (1), Head Men's Soccer Coach (1), Assistant Women's Basketball Coach/Sports Information Director (1), Fitness Center Director and Assistant Soccer Coach (1), Facilities Manager and Coordinator of Student Success Eligibility (1), Assistant Baseball Coach and Booster Account Manager (1), Assistant Baseball Coach and Grounds Supervisor (1), Assistant Athletic Trainer (1), Administrative Assistant (1) and other seasonal, part-time and student employees.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to the occupational field; master's degree preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.