

Seward County Community College
Structured Compensation - Job Description
Director of Athletics

Data Year: 2017

Prepared On: 11/13/2017

Department:	Athletics	Grade:	14
Reports To:	College President	Classification:	Exempt
Supervises Direct:	16	Supervises Indirect:	4
Approved By:	Dr. K Trzaska	Effective Date:	12/19/2016
		Revised Date:	09/08/2017

Role:

The role of Director of Athletics is to oversee and lead all athletic activities including revenue development, planning, fundraising, and budget development and management. The AD serves as primary liaison to the Jayhawk conference and conference administrators. The AD also organizes with coaches all competition schedules and provides coordination of athletic events. The AD will also assure compliance with federal, NJCAA, college, and conference regulations. The AD will oversee recruitment, development, and retention of quality coaching and administrative talent.

The AD at Seward County Community College is responsible for promoting an environment that prioritizes our five core values of integrity, student success, valuing others, quality, and trust. Furthermore, the AD will promote sportsmanship, inclusive, and civility and reflect themselves as a visible role model for ethics and integrity; build key relationships and take an active role in the local and state-level athletic community. The Athletic Director organizes, administers, supervises, and evaluates the Athletics Program. Reporting to the College President, this position serves as a representative to College committees and coordinates the department's association across campus.

Essential Functions & Responsibilities:

- E 50% Oversee, lead, and supervise all athletic activities through:
 - a. Develop and maintain athletic department operational budgets including recruiting, team and coaches travel, official's pay, dues/memberships, and supplies/equipment within the colleges allotted budget.
 - b. Recommendations of employment and provides supervision of the athletic department head and assistant coaches, athletic trainer, sports information director/assistant athletic director, cheerleading/dances coaches, athletic department secretary, and volunteer coaches.
 - c. Monitors travel including scheduling of vehicles for teams, coaches, SID/Asst AD, athletic trainer, cheerleading and dance.
 - d. Oversees athletic events scheduling which includes athletic facilities.
 - e. Meet deadlines for varsity sports submission of statistics to the KJCCC and NJCAA.
 - f. Conduct monthly athletic department meeting for the purpose of communication and distribution of information pertinent to the college, KJCCC, Region VI, and NJCAA.
 - g. Mentor and provide positive direction to all members of the athletic department and student-athletes.
 - h. Actively involved with fundraising through the athletic programs, Development Foundation, and Saints Booster Club.

- E 30% Provide positive, cooperative, communication with all SC administration, faculty, staff, Development Foundation, Saints Booster Club, and the community:

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To act as the Saints Booster Club Treasurer as required by the NJCAA and be actively involved within the Saints Booster Club.

- E 15% Attend KJCCC, Region VI meetings and NJCAA meetings when necessary:
- a. Meet all KJCCC, Region VI, and NJCAA eligibility requirements and deadlines for all recognized varsity sports.
 - b. Submit end of semester/year academic results as required to the KJCCC and NJCAA.
 - c. Provide the Ethics in Athletic annual report.
- N 5% Other duties as assigned, but not limited to:
- a. Conduct the annual Athletic Department/Hall of Fame Banquet.
 - b. Maintain and supervise the annual Athletic Program brochure.
 - c. Speak at local, state, region, and national functions.
 - d. Maintain the reciprocal agreement with USD 480.
 - e. Maintain the summer agreement with the Liberal Bee Jays including the 4th of July Fireworks Event.

Performance Measurements:

1. Train, schedule, supervise, and assist in evaluating the work performance of assigned personnel, including head and assistant coaches and staff in department.
2. Attend and contribute to KJCCC meetings.
3. Develop and Manage Department budget and expenditures.
4. Participate in fundraising and college donor relationship cultivation and maintenance.
5. Develop and manage an Athletic department strategy that is grounded in SCCC's five key directions and core values.
6. Set annual goals to ensure athletic programs are consistent with institutional priorities; maintain communication with other departments to promote the integration of athletics into the broader educational mission of the college.
7. Develop and oversee an academic success program for student athletes; monitor student matriculation and graduation.
8. In collaboration with the Counseling Department, ensure optimal counseling and academic planning for student athletes.
9. Coordinate awards programs to recognize the achievements of student athletes.
10. Provide game management, risk management, and supervision for all Seward County Community College intercollegiate home athletic contests; schedule athletic events and secure officials, transportation and personnel necessary for program implementation; work with appropriate personnel to ensure the proper scheduling, maintenance, and use of all SCCC athletic facilities.

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Knowledge and Skills:

Experience	Three year's professional experience in sports administration and coaching including working familiarity with the rules and regulations of the NJCAA.
Education	A Master's degree in physical education, sports administration, or related fields from an accredited college or university required. A Bachelor's degree in related fields with experience will be considered.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Knowledge of: Principles and practices of multiple sports as they apply to a college setting Principles of supervision, time management, public relations, program planning and budget development. Principles of facility and equipment management. Office procedures and business operating systems. Team building and organizational development theory and application. Skills: Strong written, oral, and tactful communication skills Critical thinking in a dynamic workplace. Abilities: Manage multiple tasks at once. Solve complex problems. Effectively be a team oriented leader, capable of motivating athletes and building support for admission strategies with faculty, students, and all College team members. Utilize various computer programs and spread sheets. Articulate the mission of college athletics to campus community and the College constituencies. Work independently. Negotiate to agreement.
Physical Requirements	Physical requirements are based on an 8 hour work day but regular hours may be difficult to keep. The role requires flexibility. Sitting for a period of 2 hours at one time with a total of 4 hours Standing for a period of 1 hour at one time with a total of 2 hours Walking for a period of 1 hour at one time with a total of 2 hours Lifting up to 10 lbs. frequently and up to 100 lbs. occasionally

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Carrying up to 10 lbs. frequently and up to 100 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling
Use both feet for repetitive movements as in operational functions
Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally
Keyboarding 2-4 hours daily
Drive a vehicle and be exposed to dust fumes and gases occasionally

Work Environment Typical office environment occasionally
Overnight trips for games, conferences, recruiting may be required.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature