

## **DIRECTOR OF ATHLETICS**

### **GENERAL STATEMENT:**

Supervises, coordinates and promotes all intercollegiate athletic programs and events to insure they are conducted in a manner consistent with the philosophy and mission of the College.

### **REPORTS TO:**

President

### **OCCUPATIONAL GROUP:**

Administration

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Five (5) years work experience in the management of athletics which may include coaching experience is preferred.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Supervise head coaches involved in intercollegiate athletic programs.
- Assist coaches in the development of budgets as directed by the president.
- Prepare for the approval of the President the purchase of all intercollegiate athletic equipment and supplies and department travel requests.
- Coordinate the development of the schedule of all intercollegiate athletic events.
- Insure that appropriate personnel including officials, security, emergency medical, gate managers, and ticket sellers are in place for each contest.
- Assist in coordinating interviews for personnel for employment in his/her areas of responsibility.
- Coordinate the efforts of the Quarterback Club to promote and raise funds for the collegiate athletic programs.
- Represent the college at intercollegiate athletic meetings.
- Teaches classes as assigned by the vice president of instruction.
- Other duties as assigned by the president..

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

All TVCC positions are security sensitive and require a criminal background check.

*Approved: 02/08/95*

*Revised: 5/12/2011*

JD168