



Trinity Valley Community College
Job Description
Director of Intercollegiate Athletics

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Administers and directs the athletics programs including the supervision of coaches, trainers, and support staff.

REPORTS TO:

Vice President of Student Services

SUPERVISES:

Athletic Department, along with student workers

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's Degree

EXPERIENCE REQUIRED:

Five (5) years' experience as a coach on the collegiate level and administrative experience.

PREFERRED:

Two years (2) of senior administrator in intercollegiate athletics. Knowledge of rules and regulations of NJCAA.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Leadership/ Management
- Attention to detail
- Time management
- Ability to Organize
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Provide general oversight for budgets in each area of intercollegiate athletics.
- Approve the purchase of all athletic equipment and supplies and requests for reimbursement.
- Coordinate the development of schedules for all athletic events.
- Secure and schedule appropriate personnel (clock keeper, announcer, ticket salesperson, ushers, score keepers, referees, umpires, security etc.) for all athletic events.
- Coordinate with fiscal services to provide controls on ticket sales and other cash receipts.
- Represent the college at intercollegiate meetings.
- Make recommendations for improvements of athletic facilities and equipment.
- Coordinate UIL athletic events on the TVCC campus.
- Schedule and approve events for TVCC athletic facilities.

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



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- Approve athletic vehicle usage and travel requests.
- Delegate duties as appropriate
- Perform duties in a timely manner
- Work with all stakeholders in a professional and collaborative manner
- Manage and adhere physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
- Maintain an active program that promotes good sportsmanship and student development, including the time, resources, and materials to support accomplishment of NJCAA, Region 14, and department goals.
- Obtain and use evaluative findings, including student achievement data, to gauge athletic program effectiveness and ensure that programs continually meet student needs, including student and team GPA's.
- Update and publish the student athletic handbook annually
- Manage athletic operations by directing ticket sales, employing game officials, game promotions and marketing, and ensuring preparation of facilities.
- Prepare and approve all collegiate game schedules.
- Approve or arrange transportation, lodging, and meals for out-of-town athletic events.
- Oversee the process of cleaning, repairing, and storing of all athletic equipment, including maintaining a current inventory of supplies, equipment, and fixed assets. Recommend disposal and replacement of equipment.
- Coordinate the use of all athletic facilities by non-school groups.
- Plan, organize and supervise all athletic awards programs.
- Implement student-athlete management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with the Student Code of Conduct and TVCC Student-Athlete handbook.
- Implement the policies established by federal law, state law, and TVCC Board, NJCAA and Region 14 rules, in regards to TVCC athletics.
- Compile, maintain, file, and present all reports, records, and other documents as required.
- Initiate, approve, and process purchase orders and bids in accordance with identified needs, budgetary limitations and district policies.
- Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
- Demonstrate awareness of institution and community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage family and community engagement.
- Develop, coordinate and implement annual fundraising efforts to support all athletic programs.
- Other duties as assigned by appropriate supervisory personnel.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Oversee academic coordinator and ensure students maintain academic responsibilities.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.

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- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks
- Recommend the hiring, promotion, development and/or termination of coaches and support staff.
- Supervise and evaluate the performance of coaches and support staff.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking Pushing Pulling, Lifting, Fingering Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work to Very heavy Work, Computer Work

MENTAL DEMANDS:

- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was 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

Approved: 7/18/01

Revised: 10/21/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1802
DBM:	D	Travel Required:	More than 50% of the time
IPEDS/SOC CODE:	11-9199	Employment Status:	Full-Time
Salary Grade:	275	Length:	12 Months
FUND:	200	TRS POS. CODE	TRS 03

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