**ATHLETIC COORDINATOR**

**(FULL TIME)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

Bachelor’s Degree and two years of work-related experience coaching experience at the high school level or above OR three years’ experience as a varsity or professional player or coach.

**PREFERRED QUALIFICATIONS:**

Preferred qualifications may vary from location to location.

**RESPONSIBILITIES**:

This position is responsible for the organization, development, and leadership of intercollegiate and collegiate club athletic programs in support of the mission and core values of the College, GCAA, and the NJCAA.

**DUTIES (Include but are not limited to):**

* Direct and participate in the recruitment process of prospective student-athletes and ensure timely submission of their academic records for admissions

▪ Coordinate the athletic scholarship process by communicating with athletics and other College staff

▪ Establish and enforce rules of conduct, as well as mentor student-athletes, to foster athletic, academic, emotional, and social growth

▪ Monitor academic progress and status of student-athletes, and implement action plans through appropriate staff when needed

▪ Facilitate and coordinate academic and student support services to ensure student success (study hall, TEAMS, advisement, financial aid, etc)

▪ Coordinate practice, skill development, and design coaching strategies that prepare the teams for competition in accordance with NJCAA, Conference and club regulations

▪ Skill development, assist with development initiatives, organize sports camps, collaborate with numerous College units, and oversee the discipline, conduct, and image of the student-athletes

▪ Establish and maintain organized, accessible, and current records including eligibility forms, letters of intent, emergency data cards, insurance records, and education documentation

▪ Schedule games, practices and events (with teams and venue) and coordinate the planning of team travel with athletics staff

▪ Acquire appropriate Memorandums of Understanding (MOUs)

▪ Maintain an equipment inventory and record athletic expenditures

▪ Manage the operational budget while demonstrating fiscal responsibility

▪ Follow established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms

▪ Attend staff development meetings, clinics, and other professional activities to improve athletic and coaching performance

▪ Support the professional development of coaches by providing expanded responsibilities and leadership opportunities

▪ Monitor the activities of personnel to ensure compliance with TCSG policy manual and department procedures, GCAA and NJCAA

▪ Supervise, mentor, and evaluate coaching staff

▪ Conduct regular evaluation of services provided and adjust as needed

▪ Manage the internal and external image of the College through branding and consistency in publications, digital (web) presence, social media, and other mediums

▪ Establish and maintain effective working relationships with athletics staff and College units - admissions, financial aid, academic support, student affairs, student-athlete services, and compliance office - faculty, students, and the public

▪ Promote the athletics program and specific sports through community events, public speaking, fundraising, and marketing

▪ Establish new athletics programs and offerings

▪ Operate a 15-passenger vehicle to safely and timely transport student-athletes locally and long distance. (acquiring adequate licensing as required)

▪ Timely completion of the SCTC Equity in Athletics Disclosure Act (EADA) Survey annually as required

▪ Assist with special projects and activities as requested

▪ Complete all assigned training on time

▪ Maintain up-to-date policies, procedures, and state or federal laws that may impact department initiatives

▪ Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards

▪ Follow rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution, GCAA, and NJCAA

▪ Adhere to all Association, Conference, and College rules

▪ Other duties as assigned

**COMPETENCIES**:

* Ability to stand for extended periods

▪ Knowledge of the rules, regulations, strategies, and techniques of basketball and other athletic sports and activities

▪ Knowledge of daily sports operations and team management

▪ Coaching techniques and skills

▪ Leadership skills and skills in interpersonal relations and conflict resolution

▪ Skill in the delegation of responsibility and authority

▪ Oral and written communication skills

▪ Decision-making and problem-solving skills and ability to multi-task

▪ Knowledge of budgeting management principles and accurate record-keeping

▪ Skill in the operation of computers and job-related software programs

▪ Knowledge of and ability to follow college policies and procedures, GCAA, and, NJCAA

▪ Knowledge of current and developing trends utilized for recruitment and gameday operations (video, data, and computing technologies).

▪ Knowledge of local demographics and best practices to target varied publics within the service delivery area

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Position contingent upon receiving sufficient funding.

Applicants scheduled for interviews will be notified of the status of the position.

Only those who are scheduled for an interview will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.