

**FACULTY STUDENT ASSOCIATION OF
TOMPKINS CORTLAND COMMUNITY COLLEGE
Full Time**

POSITION TITLE

Athletics Operations & Special
Events Coordinator

GRADE

10

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ORGANIZATIONAL UNIT

Athletics and Recreation

REPORTS TO

Director of Athletics
and Recreation

APPROVED BY

SUMMARY

Assists the Director of Athletics & Recreation and other staff with the management, marketing, and operation of the TC3 athletic and recreation facilities. Responsible for scheduling the following: use of TC3 athletic and recreation facilities, including classes, practices, games, events, and campus recreation. Additionally, will involve, conduct and or carry out athletic facility event tasks when needed. Hires, trains and schedules student employees, interns, and volunteers who serve as event supervisors and staff. Assists with budget development and maintenance; ticket sales (collecting, receipting, depositing and dispersing generated funds from ticket sales, facility rental and parking); purchasing, maintaining, inventorying and storing related equipment and supplies. Responsible for independently performing complex clerical operations in support of the TC3 Athletics and Recreation department. Job duties include performing administrative details for athletics and recreation staff, coordinating meetings, and maintaining contacts with facilities staff. The work calls for frequent exercise of independent judgment in giving out information regarding departmental policies and practices as well as in coordinating and planning the activities of the office. This position is required to coach or be an assistant coach of one varsity sport as assigned by the Director of Athletics.

NATURE AND SCOPE

- Assists with supervision of the day-to-day operation and administration of the TC3 athletic and recreation facilities, including evening and weekend events.
- Responsible for developing, coordinating and executing rental contracts with College and external groups utilizing the TC3 athletics and recreation facilities.
- Hires, trains, supervises, schedules and evaluates student employees, interns and volunteers who serve as athletic facility event supervisors and staff in collaboration with the Intercollegiate Athletics Coordinator. Recommends employee policies and procedures.
- Assists in managing the athletic facility budget, receipt money, makes timely deposits and maintains accurate records. Creates monthly and annual reports.
- Assists in purchasing, maintaining and inventorying equipment used in the athletic facility.
- Responsible for supervising and assisting with the management of events sponsored by external groups using TC3's athletics and recreation facilities.
- Assists with the supervision and management of TC3's home athletics events.
- Supports all aspects of children's sports camps compliance pertaining to mandatory forms, background checks, and communication with participating families.
- Coordinates with College departments to coordinate planning for use, supervision, cleaning and maintenance of TC3 athletic and recreation facilities.

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Athletics and Recreation	Director of Athletics and Recreation	

- Schedules the athletic and recreation facilities and follows established policies and procedures, including priority use guidelines.
- Assists in marketing the athletic facility to external groups by utilizing but not limited to: social media, cold calling, letters, and or alumni outreach, and is responsible for maintaining a high occupancy rate.
- Assists in the management of the TC3 Athletics Concession Stand.
- Helps coordinate College events held in the athletic and recreation facility.
- Required to coach or be assistant coach of one varsity sport.
- Responsible for data entry and reporting.
- Communicates regularly with various offices on campus to ensure quality services to students.
- Communicates regularly with other campuses and community groups on behalf of the department.
- Responsible for reviewing material submitted by staff members for compliance with procedures and policies prior to the Director's action or decision, schedules appointments, answers a variety of inquiries by telephone and in person, and prepares answers to correspondence for the Director's signature.
- Responsible for the maintenance of files and directs the operation of the file system of the program (both manual and computerized).
- Performs all routine clerical work determined essential to the efficient and economical functioning of the office.
- Receives and distributes mail addressed to athletics & recreation staff.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree and a minimum of one year related experience. Ability to utilize various facility scheduling software and related computer programs is critical. The desired candidate will have coaching experience at a highly competitive level and will be required to coach or be assistant coach of one varsity sport. Evening and weekend work will be required.