



**Classification Title: Athletic Program Coordinator**

<b>Department:</b>	Athletics	<b>EEO6 Code:</b>	4
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	30
<b>Supervision Received From:</b>	Director, Athletics	<b>Date of Origin:</b>	2/2024
<b>Supervision Given:</b>	Assigned Hourly, Student Worker and Volunteer Employees	<b>Last Revision:</b>	2/2024

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Assists the Director, Athletics in administering the operations and activities of the Athletics Department, including game management, ensuring compliance of the College’s athletics programs with California Community College Athletic Association (CCCAA) rules and requirements, coordinating transportation and lodging arrangements for all Palomar sports teams, creating and maintaining the master athletics game schedule, and coordinating and monitoring budget activity to ensure compliance with Title IX and all other applicable legal requirements; assists with athletic program marketing, outreach, promotion and fundraising activities; performs class scheduling, instructor load planning and related functions for each semester and instructional period, using District enterprise systems and specialized software; provides support and information to faculty who provide instructional services to student athletes.

**DISTINGUISHING CHARACTERISTICS.**

Athletic Program Coordinator is distinguished from other specialized support classes by its responsibility for independently providing high-level assistance to the Director, Athletics and the Athletics department and performing a variety of highly responsible duties requiring a knowledge of CCCAA and National Association of Intercollegiate Athletics (NCAA) rules, regulations and compliance requirements and budget management requirements particular to an athletics program.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists the Director, Athletics in administering the operations and activities of the College’s Athletics department, including a substantial number and variety of sports programs and budgets, student athletes, coaches, department support staff and volunteers; performs highly responsible duties with a significant degree of independence in support of the department’s athletic programs, functions and processes.
2. Assists the Director in ensuring compliance of College athletics programs with CCCAA requirements; researches and stays current on CCCAA and NCAA compliance requirements, provides information and training to department coaches and staff on CCCAA requirements and guidelines and NCAA transfer requirements; recommends changes as necessary to ensure department compliance with revised requirements; assists with the initial Form 1 process for student athletes and the completion of Form 3 for submission to the CCCAA Commissioner and State Council; completes and processes tracers to appropriate institutions for prospective student athletes; explains NCAA Division I, II and III transfer rules to coaches, student athletes and parents.

3. Creates, maintains and communicates the master game schedule for the Department including regular season, post-season and non-traditional season activities for all sports; coordinates game schedules, staffing and vendors for athletic events with internal stakeholders and external agencies; coordinates and performs game management functions for at-home games; coordinates and provides oversight of event staff including student workers and volunteers; coordinates logistics with game officials, concessions, other vendors, department and events staff and security personnel; coordinates field/gymnasium preparation and may participate in setup and breakdown of sideline and sound equipment; monitors crowd control and player/coach safety and coordinates responses to issues with security personnel; arranges for the payment of game officials.
4. Coordinates, schedules and makes arrangements for transportation and lodging for away games for all sports; schedules the use of District and charter transportation services; distributes meal-money funds to coaches; reconciles receipts, invoices and lodging portfolios to accurately record travel expenses in the College's financial accounting system; creates sports travel itineraries and oversees the completion of field trip waiver of liability forms.
5. Assists and provides administrative support to the Director, Athletics in the development and administration of multiple budgets including College, grant and sport-designated trust fund accounts; reviews and monitors budget activity to ensure compliance with Title IX and Equity in Athletics Disclosure Act (EADA) requirements; prepares and processes requisitions and pay vouchers; recommends and assists with establishing contracts as necessary; oversees and monitors the use of vendor services; tracks and monitors invoices and arranges payment for vendor services; monitors budget expenditures for all funds; provides budget projections/forecasts for each sport's trust fund; prepares and/or updates spreadsheets to maintain and reconcile account balances and track revenue and expenditures; researches budget discrepancies, makes corrections and prepares budget adjustments and transfers for Director approval; makes authorized CalCard purchases and reconciles statements.
6. Assists the Director and other staff in planning for and conducting department outreach, advertising, promotional and fundraising activities and events; coordinates and participates in planning for the annual Palomar College Hall of Fame event; assists with awards programs to recognize outstanding student athletes, coaches and staff.
7. Evaluates, compiles, maintains, inputs and proofs data for class schedules for upcoming semesters and instructional periods using the District's enterprise software; integrates multiple factors including curriculum changes and updates following established procedures, expected enrollments, availability of full- and part-time faculty, classroom space, available budgets, class times for course offerings, availability of prerequisites, variable units and other course configuration variables to draft schedules for review; identifies time and availability of rooms within the department's ownership and in other campus locations, schedules room and facilities use and resolves scheduling conflicts and problems; assists the Director in determining class schedule and cancellation changes.
8. Verifies and/or assists in coordinating instructor load planning and FTEs; verifies faculty load/schedule information sheets, including data, hours and professional development time, ensuring allowable hours are not exceeded; inputs payroll notifications for classes and teaching assignments; distributes payroll and assignment notifications to all faculty; calculates instructional costs and monitors instructor loads and instructional costs by program.
9. Verifies instructors have dropped 'no show' students and submitted census rosters by the established deadline; creates Positive Attendance Reports for coaches/instructors to track and verify requirements for 175 contact hours with student athletes are met.
10. Coordinates department matters with other department employees, students and the public; responds independently to a variety of complex matters over the phone, in person and online; provides information and handles issues that may require sensitivity and use of tact and independent judgment; researches requests and refers matters to appropriate department employees and/or takes or recommends action to fulfill requests; interprets and applies regulations, policies and procedures as appropriate.
11. Participates in training and providing day-to-day lead work direction to other department staff, short-term employees and student workers; assigns work and ensures completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors work flow to assist in ensuring that mandated deadlines are being met in an optimal manner; provides information, guidance and training on work procedures and

technical/legal/regulatory requirements; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.

12. Prepares Notice of Hourly Employment contracts for faculty payroll; calculates part-time faculty office hours and obtains signatures for load contracts; notifies Payroll Services of changes to contract hours; monitors part-time faculty hours for compliance with contracts; provides part-time faculty contract hours to Professional Development as requested.
13. Compiles information and data to generate reports ensuring accuracy, completeness and compliance with established procedures; conducts research; creates monthly and annual statistical reports based on data collected.

**Marginal Functions:**

1. Coordinates with the Director, coaches and staff to facilitate the purchase of new sports equipment and uniforms.
2. Coordinates and works with Facilities to ensure the proper care and maintenance of athletic facilities; oversees and makes recommendations on the use of athletic facilities by outside entities.
3. Organizes, maintains and updates confidential and specialized files, documents and records.
4. Updates and maintains content of the department web site; ensures the accuracy and consistency of data and the navigability of hyperlinks.
5. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of administrative support experience, including office or program coordinator support duties.

**Education/Training:** An Associate's degree from an accredited college or university in business administration or a related field.

**Licenses/Certificates:** Possession of an appropriate, valid California driver's license by time of appointment.

**Preferred Qualifications:**

1. Administrative support experience working with athletic programs, preferably in an academic setting.
2. Completion of college-level coursework from an accredited college or university.

**Knowledge of:**

1. Educational goals and objectives of a college athletics program.
2. Federal, state and local laws and regulations including Title 5 of the California Education Code, Title IX of the Higher Education Act of 1972 and other relevant laws and regulations.
3. CCCAA and NCAA regulations, requirements and reporting systems.
4. Practices and procedures of budgeting, purchasing and recordkeeping and applicable College policies, procedures and financial accounting system operations.
5. Matriculation processes, objectives, policies and regulations.
6. Principles and practices of sound business communication.
7. Correct English usage, including spelling, grammar, punctuation and vocabulary.
8. Functions and practices applicable to the operation of athletic programs.

9. Principles, practices and techniques used in customer and student services, including the use of tact, patience, and courtesy.
10. Research, analysis, data collection, and report preparation techniques.
11. Advanced use of standard business applications including word processing, spreadsheet and database software and other specialized software applications.

**Skill in:**

1. Planning and organizing work, setting priorities, and exercising sound independent judgment within area of assigned responsibility, handling multiple priorities simultaneously.
2. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Preparing, administering, monitoring and tracking budgets and anticipating future budgetary needs.
4. Reading, researching, interpreting, applying, and explaining rules, regulations, policies, and procedures.
5. Communicating information including regulatory requirements accurately and effectively to coaches, athletic department staff, student athletes, parents and others; comprehending requests for information or assistance; maintaining a courteous and tactful manner when under pressure or in an antagonistic situation.
6. Planning, organizing and coordinating logistical arrangements, and overseeing the activities of college sports events.
7. Compiling a variety of complex administrative and statistical reports.
8. Compiling and maintaining accurate class schedules and room charts for an academic department, utilizing and integrating information provided by others, including complex scheduling situations.
9. Communicating clearly and effectively, in both oral and written English.
10. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
11. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
12. Providing lead supervision, guidance, training and evaluating the work of others.
13. Maintaining confidentiality of student and other files and records.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race and ethnic backgrounds of community college students, faculty, and staff.
15. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
16. Establishing and maintaining effective working relationships with those encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works in an office environment, as well as athletic training facilities and athletic event venues with exposure to noise and weather conditions.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for extended periods; near visual acuity for reading computer screens, reports and schedules; and repetitive use of hands for computer keyboards. Must be able to travel between District locations and sports venues.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.