BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator of Athletics and Equipment Manager

DEPARTMENT: Athletics

FUNCTION: Coordinates intramural activities; manages student athlete equipment and uniforms; maintains CPR certification; covers athletic games, events or matches, and related events as needed; supervises equipment, monitors training room usage, laundry, lockers, fitness rooms, gymnasium, and other assigned indoor and outdoor facilities; takes inventory, and tracks maintenance and control of equipment; assists the athletic trainer as needed; assists in student athlete development in collaboration with academic advising office and coaches; makes use of computer and related technology to streamline day-to-day operations.

REPORTS TO: Managing Director of Athletics

SUPERVISES: Student workers and/or assistants as assigned

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Answers to pages or calls promptly.
2. Demonstrates ability to prioritize and organize time by completing work within assigned events.
3. Attends department staff meetings as established.
4. Communicates reports in a concise, informative manner.
5. Maintains all equipment use and maintenance documentation in concise and legible manner.
6. Collaborates with coaches and academic advising office in the development of student athlete retention initiatives.
7. Assists in open houses, recruitment, family engagement, and all other student enrollment initiatives.
8. Participates in ongoing professional development and additional training as needed in the areas legal requirements of Title IX and health and safety procedures.
9. Confidently respond in crisis or emergency situation by demonstrating knowledge of safety practices.
10. Promotes efficient and safe use of athletic training equipment.
11. Collaborates with athletic director trainer on all aspects of therapeutic exercise and conditioning programs as needed.
12. Maintains statistics and logs as established.
13. Set-up and break down facilities and equipment needed by teams.
14. Assist with intramural activities.
15. Dispense, collect, and launder towels and uniforms for students, referees, and teams.
16. Maintains cleanliness and order of equipment room and work stations.
17.Issue and collect athletic uniforms and equipment.
18. Prepare schematic diagram and list of athletic athletic/intramural equipment storage.
19. Prepare equipment for athletic and intramural events and coaching staff requests, student-athletes, and all other students.
20. Maintain, prepare, clean, and issue college vans as well as monitor and provide for their prompt return.
21. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
22. Prepares, track, monitors, and adheres to an annual budget.
23. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
24. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
25. Performs additional tasks or duties as assigned by the XXX or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Ability to communicate effectively with all college and community constituents, CPR certified; ability to work with minimal supervision; ability to learn and effectively apply state, federal, and college policies; ability to utilize computer related technology to streamline day-to-day operations, and produce reports as needed; ability to work weekends and extended hours may be required.

Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s degree. Master’s preferred.

Experience: Two or more years of athletic experience, preferably in a higher education setting.

Bergen Community College is an equal opportunity employer and does not discriminate on the
basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE