



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Associate Director of Athletics and Recreation Operations
POSITION NO.	501325
LOCATION	Warwick Campus
REPORTS TO	PSA 15
GRADE	PSA 15
WORK SCHEDULE	Non-Standard: 35 hours per week including day, some evening, and some weekends required; remote up to 2 days/week; frequent travel to each campus required; work variable/rotating shifts required such as 8am – 4pm and 11am – 7pm
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	N/A
REVISION DATE	December 2023

JOB SUMMARY:

The Associate Director of Athletics and Recreation Operations will oversee internal operations within athletics and recreation. The Associate Director will coordinate logistics within the athletic recreation departments, including but is not limited to supporting the Student-Athlete Enhancement and Compliance Officer with player eligibility, transportation, scheduling, overall management of athletics and recreation facilities, purchasing, and game contracts to ensure financial and administrative stability in an efficient, effective manner. The Associate Director will manage the daily fiscal functions of the athletic and recreation departments with direct oversight of accounting, NJCAA reporting, and auditing, providing the Director of Athletics, Recreation, and Wellness with frequent updates and assessments of new and ongoing financial issues. The Associate Director will ensure that the athletics and recreation program remains committed to the college’s mission and creates a positive culture that promotes respect, integrity, equity, inclusion, and compliance. The Associate Director will also have sport oversight as a sport administrator. The Associate Director will provide oversight to ensure quality recreation and wellness offerings.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI’s Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively in a diverse, inclusive and student-centered environment with students of various learning styles, cultures, identities, and life-experiences
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment

Administration:

- Demonstrates strong leadership of the departments programs and services through facility management and utilization, supervision of game workers, and budget preparation
- Assists the Director with generating new processes, procedures and policies to stay up-to-date with ongoing changes in higher education
- Monitor varsity sport budgets as assigned, and equipment purchases pertaining to the budget, submits expense reports as needed
- Collaborates with staff accountant to confirm travel for athletic teams
- Makes policy recommendations as needed
- Manage and coordinate all van related scheduling and usage
- Approve team-by-team independent game requests in accordance to fiscal policy in addition to management and coordination of all game/practice scheduling
- Supervise part-time and game-day workers

- Sport supervision as assigned by the Director of Athletics, which includes, but is not limited to, routine meetings with head coaches to discuss day to day responsibilities, triage problems; performance evaluations of head coaching staff; ensure head coaches goals and job responsibilities are being met, and support and guide in strategic planning for the program
- Assumes responsibility of department in absence of Director of Athletics, Recreation and Wellness

Faculty & Equipment Management:

- Assist the Director with management, scheduling and operations of summer rentals (camps, clinics, events, etc.)
- Manage game operations from planning and logistics to event implementation of staffing and collaboration with visiting teams
- Manage the daily operations of facilities to ensure safety, compliance and cleanliness
- Act as the main point of contact with the college departments for maintenance services
- Manage the inventory of equipment and facility-specific assets
- Conduct yearly equipment evaluations and prepare reports with recommendations of needed or updated equipment
- Work with facilities to ensure all facilities are up to standard, input work orders as needed
- Collaborate with athletic coaches and staff to identify priority athletics needs

Recreation & Wellness:

- Assist the Director with administering a high-quality, innovative program to meet our students' diverse needs
- Support and assist with marketing efforts for all recreational and wellness initiatives
- Supervise recreation events and/or coordinate necessary staff for such events
- Act as main point of contact with other CCRI departments for scheduling purposes
- Support oversight of the Fitness Centers, Dance Studio, and drop-in classes, as needed
- Provide support and input for recreation and wellness programs, as needed, in collaboration with the Director of Athletics, Recreation and Wellness

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree
- Experience related to the above-described duties/responsibilities
- Flexibility and dependability
- Strong oral and written communication skills, excellent organizational ability, the ability to multi-task, the ability to accept responsibility, the ability to be self-reliant, and the ability to complete assigned tasks on schedule
- Demonstrated excellent time management skills, high learning agility, creative problem solving, interpersonal, oral and written communications, and presentation skills, with strong attention to detail and accuracy
- Demonstrated proficient computer skills, including Microsoft Office, Internet Applications, and Database Software
- Experience with intercollegiate athletics

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.