



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Specialist Athletics, Recreation and Wellness
<b>POSITION NO.</b>	504018
<b>LOCATION</b>	Lincoln
<b>REPORTS TO</b>	Director Athletics, Recreation and Wellness
<b>GRADE</b>	PSA 09
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week, work variable/rotating shifts required based on department's need and athletic season and recreation schedules, nights and weekends may be required for events/games
<b>SUPERVISION</b>	Student workers
<b>LIMITATION (if applicable)</b>	Subject to renewal
<b>REVISION DATE</b>	April 2024

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**JOB SUMMARY:**

This position will provide supervision and game-day statistical and equipment oversight for all athletic contests, events and rentals, and recreation. The Specialist will be the primary liaison for related marketing, sports and recreation information, and social media. This role will update all marketing materials posted throughout campuses.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRI's Mission:**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- 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.

**Administrative:**

- Supervisor field houses or similar
- Supervision of facilities during events and rentals
- Supervise student workers and other staff
- Assist with the coordination of van-related (or similar) scheduling and usage
- Makes policy recommendations as needed
- Work with the facilities department to ensure all facilities are up to standard, input work orders as needed
- Collaborate with athletic coaches and staff to identify priority athletics needs
- Assist the administration with generating revenues for athletic teams, recreation & wellness programs

**Athletics:**

- Provide supervision for game day events.
- Maintain proper statistics during the contest.
- Assist in setting up/breaking down equipment for game day (e.g., tables, chairs, key components for each sport).
- Operation of all game day clocks and scoreboards for all athletic contests
- Announce game day lineups and announcements for all athletic contests
- Assist coaches with management, scheduling, and operations of camps or clinics
- Manage game operations from planning and logistics to event implementation of staffing and collaboration with visiting teams
- Manage the daily operations of athletic facilities to ensure safety, compliance, and cleanliness.

**Recreation & Wellness:**

- Assist in setting up/breaking down equipment for events and rentals (e.g., tables, chairs, key components for each sport).
- Assist the Director (or similar) with management, scheduling, and operations of rentals and recreational programs.
- Assist the Director with creating high-quality, innovative programs to meet our students' diverse needs
- Support oversight of the Fitness Centers, Dance studio, and drop-in classes; this includes staffing of fitness centers and fitness classes.

**Marketing and Communications:**

- In collaboration with the Marketing Department, create marketing materials and update them weekly or as needed on all campuses.
- Operate CCRI Athletics and Recreation Social Media pages.
- Generate content and press releases
- Manage and coordinate events such as the Athletics Awards Ceremony, Statehouse Award Ceremony and Open Houses

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position can/will be exposed to outdoor weather conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree
- Demonstrated work experience providing outstanding customer service
- 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

**PREFERRED QUALIFICATIONS:**

- Experience in athletics as an athlete or professional

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