

ATHLETIC FACILITIES COORDINATOR

DEFINITION

Plans, organizes, and coordinates athletic and non-athletic college and community events scheduled in stadiums, athletic fields, gymnasiums, an aquatic center, and other assigned athletic facilities and participates in the operation of a variety of athletic facilities.

TYPICAL DUTIES

- Plans and coordinates athletic and non-athletic events including the use and schedule of athletic facilities with administrators, faculty, staff, and the community.
- Participates in the day-to-day operations of various athletic facilities.
- Promotes activities campus-wide and to the community which involves developing public relations and marketing materials to promote the use of athletic facilities.
- Prepares working agreements and provides information regarding costs and terms and conditions for the preparation of documents permitting use of athletic facilities.
- Prepares facilities and equipment for use during physical education courses, intramural sporting events, competitions, practices, community events, and other athletic or non-athletic activities.
- Develops and enforces safety policies and rules for use of athletic facilities.
- Develops and maintains emergency procedure plans.
- Supervises, trains, and schedules the work of assigned event staff.
- Supervises and participates in the setup and operation of public address systems, projection equipment, and other associated equipment.
- Ensures that athletic facilities and surrounding areas are free of health and safety hazards.
- Provides information regarding event activities to college offices and the community.
- Provides guidance to administrators, faculty, staff, and the community on proper use of athletic facilities and equipment.
- Participates in the maintenance of athletic facilities and equipment by performing regular equipment safety checks, making minor repairs, ordering new and replacement materials, and coordinating repairs with the college facilities department.
- Prepares reports and presentations related to events in the athletic facilities.
- Supervises the receiving, storing, issuing, and maintenance of athletic equipment and supplies.
- Maintains program files and records.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Athletic Facilities Coordinator** plans, organizes, and participates in the operations of a variety of athletic facilities including scheduling and promoting college and community athletic and non-athletic event activities.

An **Athletic Facilities Technician** performs maintenance and repairs of facilities and equipment related to the day-to-day operations of athletic facilities.

SUPERVISION

General supervision is received from an academic or classified administrator. Supervision is exercised over assigned technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Policies and procedures of athletic facilities operation and maintenance
- Principles of event planning and coordination
- Proper set-up and operation of athletic facilities, equipment, and tools
- Basic principles of community relations, promotion, publicity, marketing and advertising
- Health and safety procedures pertinent to the operation of athletic facilities
- Principles of supervision and training
- Organization and management of records
- Capabilities of computer applications and hardware used in the assigned area

Ability to:

- Plan, organize, and direct the activities of a variety of athletic facilities
- Coordinate and promote facilities and events
- Gather and impart program related information
- Set-up and operate athletic and sound equipment
- Coordinate crowd control and security procedures
- Establish and maintain effective and cooperative relationships with administrators, instructional staff, students, employees, vendors, and the community
- Develop effective interpersonal relationships
- Effectively communicate orally and in writing
- Respond appropriately in emergency situations
- Meet schedules and time lines
- Supervise, coordinate and schedule the work of assigned staff
- Prepare reports and presentations
- Effectively utilize computer equipment
- Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Experience and Education:

- A. Graduation from a recognized four-year college or university with a major in physical education, recreation, or a related field **AND** one year of full-time paid experience in the operation of an athletic facility including the coordination of athletic events.

OR

Experience and Education (cont.):

- B. An associate's degree or its equivalent from a recognized college or university with a major in physical education, recreation, or a related field **AND** two years of full-time paid experience in the operation of an athletic facility including the coordination of athletic events.

OR

- C. Graduation from high school or its equivalent **AND** four years of full-time, paid experience in the operation of an athletic facility including the coordination of athletic events.

Special:

A valid American Red Cross or American Heart Association First-Aid certificate or its equivalent.

A valid American Red Cross or American Heart Association certificate in Cardiopulmonary Resuscitation.

A valid Class "C" California driver's license.

Access to an automobile.