



Job Classification Description

**COORDINATOR OF VARSITY ATHLETICS
VSC – UP PAT BARGAINING UNIT**

**GRADE 11
EXEMPT**

BASIC FUNCTION

Manage all aspects of the VTC Varsity Athletic Program including but not limited to: scheduling athletic contests and officials, budget administration, supervision of coaches and work study students, student-athlete recruitment and monitoring and coordination of special events; and athletic facilities maintenance and development.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Oversee, coordinate and carry out the recruitment of student athletes.
- Keep abreast of current developments in higher education athletics, including but not limited to knowledge of USCAA and NAIA regulations and guidelines and ensure compliance with the latter.
- Oversee the professional development of the coaching staff to enhance recruiting and teaching skills.
- Monitor student-athlete academic progress.
- Exercise supervisory authority of 15 coaches and ot

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SUPERVISION RECEIVED

General supervision is received from the Dean of the College or other senior administrative officer.

SUPERVISION EXERCISED

Administrative and functional supervision of part staff and student employees.

MINIMUM QUALIFICATIONS

Bachelor's degree in recreation, physical education or other appropriate discipline with a master's degree desirable, plus two to four years relevant experience in recreation/athletics/coaching or a combination of education and experience from which comparable knowledge and skills are required.

- Strong and varied technical skills and interest in recreational activities.
- Broad base of knowledge and skills related to coaching, recruiting, management and other relevant experience.
- Coaching experience.
- Ability to deal effectively with a wide range of College students, personnel as well as media contacts, athletic governing bodies and others outside the College.
- Strong planning, organizational, administrative, budget and personnel management skills.
- Knowledge of eligibility requirements with athletic governing bodies.
- Weekend and evening work is required.
- Some travel and possibly overnight travel required.