



Job Classification Description

SHAPE FACILITIES MANAGER/ATHLETIC DEPARTMENT ASSISTANT

VSC UP PAT Bargaining Unit

Grade 11

Non-Exempt

BASIC FUNCTIONS

To direct and manage the use of the College SHAPE facilities; to serve as the athletic trainer for all Vermont Technical College athletic programs; to coordinate college recreation and intramural programs; and to assist in various Athletic Department functions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- To direct and manage the use of College SHAPE Facilities, including the gymnasium, fitness center, racquetball courts, climbing wall, weight room and aquatics areas.
- Coordinate the use of the SHAPE facility, including facility scheduling and staffing, supervising and monitoring of daily operations, planning and coordinating of maintenance and repairs of the equipment.
- Play a key role in overall program and operating policy/procedure planning involving SHAPE Facilities.
- Ensure that facility users and staff adhere to proper health and safety practices.
- Work in cooperation with other SHAPE Facility Managers to ensure building coverage during all operating hours.
- Select, train, manage and supervise front desk monitors, fitness center and weight room employees, lifeguards and all other part-time SHAPE and Athletic Department employees.
- Act as the college's representative in all matters involving non-student SHAPE members, including management of membership lists, communication with business office relative to collection of membership fees, administering guest policies, and conflict resolution.
- Conduct in-service training for student employees, including familiarity with the facility, emergency procedures, and blood borne pathogen training.
- Assist other . Td (C)-(o)-(n)-(d)-(u)-(c)-(t)-()-(i)-(i)-(c)-((i)-(e)-(s)-(.)-()T/R(a)n)-(a)-(g)-()-n
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MINIMUM QUALIFICATIONS

- Bachelor's degree in physical education, recreation, athletics , or Business administration or other appropriate discipline, with masters preferred, plus relevant experience in athletic or recreation program administration, or a combination of education and experience from which comparable knowledge and skills are acquired.
- National Athletic Trainers' Association Certification
- Previous higher education athletics experience is desirable.
- Sound knowledge of college athletics program administration, with coaching, recruiting, intramural management and/or other relevant experience.
- Ability to manage and coordinate several activities using good communication, interpersonal, public relations, supervisory and administrative skills.
- Ability to deal effectively with a wide range of College students and personnel, as well as community facility users, physicians, and others outside the college.
- Appropriate certificationsopenecfers ou