

COORDINATOR OF INTRAMURAL SPORTS

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 20
REPORTS TO: EXECUTIVE DIRECTOR OF STUDENT LIFE AND CIVILITY
REVIEWED DATE: MAY 28, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Plans, coordinates and evaluates a comprehensive intramural and recreational sports program, designed to meet the recreational needs of the College community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides supervision for all intramural and recreational sports leagues, tournaments, and special events.
- Assists in developing and implementing procedures to address risk management and safety issues and trains staff in procedures and processes related to the safe delivery of intramural and recreational sports programs.
- Ensures that all equipment is cleaned, maintained and inspected according to a regular schedule.
- Participates in researching and recommending appropriate purchases of equipment and in developing a replacement schedule.
- Assists in developing and implementing a marketing plan to promote intramural and recreational sports to the College community and increase participation.
- Assists in the design, updating and maintenance of Intramural and Recreational Sports web site with current league standings, schedules, and related news, in compliance with the College's defined procedures.
- Assists with overseeing student personnel; including the hiring, training, supervision, and evaluation of student employees, officials, scorekeepers, and related staff, in collaboration with the Director of Recreation Center.
- Oversees the scheduling of recreation fields for efficient management and utilization in the best interest of the campus community.
- Assists in developing the various institutional forms used by the Intramural and Recreational Sports functional area.
- Travels occasionally to various locations in Cameron and Willacy counties to fulfill position responsibilities.
- Assists with preparation and production of new student convocation and College commencement exercises.
- Maintains awareness of best practices, emerging trends and new legislation relating to intramural and recreational sports functional area.

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- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to the Intramural and Recreational Sports functional area.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of functional unit-level outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Serves on committees as appropriate and as appointed by supervisor.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups, as required.
- Ability to respond to common inquiries about the College from students and members of the community.
- Demonstrated customer service skills and interpersonal skills.
- Demonstrated oral and written communication skills.

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- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university and two (2) years of direct experience working in an intramural and recreational sports functional area in a college or university setting OR an associate's degree from an accredited college or university with five (5) years of direct experience working in an intramural and recreational sports functional area in a college or university setting.
- Experience working effectively in a team environment with a customer service focus.
- Experience interpreting and applying administrative policies, regulations and rules.

PREFERRED EDUCATION AND EXPERIENCE

- Bilingual in English-Spanish.

CERTIFICATES AND LICENSURES

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 1. TSC Website
 2. HigherEdJobs
 3. Indeed
 4. LinkedIn
 5. Specialty Job Board
 6. Facebook
 7. Work-In-Texas/ Texas Workforce Commission
 8. Job Fair
 9. Personal Referral
2. *Do you have a bachelor's degree from an accredited college or university and two (2) years of direct experience working in an intramural and recreational sports functional area in a college or university setting OR an associate's degree from an accredited college or university with five (5) years of direct experience working in an intramural and recreational sports functional area in a college or university setting?
 1. Yes
 2. No
3. *Do you have experience working effectively in a team environment with a customer service focus?
 1. Yes
 2. No
4. *Do you have experience interpreting and applying administrative policies, regulations and rules?
 1. Yes
 2. No
5. Are you bilingual in English-Spanish?
 1. Yes
 2. No