



TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Director of Athletics

PAY - \$75,000

JOB TYPE – Full-time

DEADLINE – First review 3-31-24

LOCATION - Ontario, Oregon

DEPARTMENT – Athletics

REPORTS TO – Vice President of Student Services

The Director of Athletics is responsible for administration and development of a comprehensive, competitive and respected range of athletic programs to include all aspects of personnel, budget, operations, facilities management, and student athlete participation. The Director of Athletics leads services for student athletes that will enhance the college's mission by implementing strategies to improve student athlete recruitment, retention, completion, services, academic excellence, and learning to ensure student success.

QUALIFICATIONS

MANDATORY: Bachelor's degree in Athletics, Physical Education or a closely related field. Experience and knowledge of current practices in the delivery of athletic programs at post-secondary institutions; student athletic issues; supervision techniques; administrative budgeting and financial recordkeeping and control procedures; NWAC codes and practices; sport procedures and practices. Must have the ability to: integrate multiple activities and programs around the goals of the athletic programs; participate with other campus personnel in developing and coordinating activities, goals, and services; develop and provide athletic services to meet the needs of a wide variety of student athletes; supervise and train students and staff in a variety of labor intensive activities; communicate effectively orally and in writing; establish cooperative working relationships in the course of performing assigned duties. Must live within 20 miles of the Ontario campus.

PREFERRED: Master's degree in Athletic Administration or closely related field. Experience working as an assistant athletic director, college level teaching, or any combination of related athletic or administrative experience in a post-secondary setting. Prior experience as a college Head or Assistant Coach. Experience in fundraising, donor stewardship and athletic development activities. Bilingual English-Spanish.

SPECIAL LICENSE/CERTIFICATE: Valid driver's license.

ESSENTIAL FUNCTIONS

Develop, organize, monitor and evaluate the intercollegiate athletic programs and activities at TVCC in accordance with NWAC (Northwest Athletic Conference) and applicable conference policies and regulations.

Represent TVCC as the athletics liaison on appropriate state, regional and national boards and commissions related to athletics.

Promote and engage in community relationships through organizational involvement and participation in civic organizations, local school districts, chamber of commerce, local fundraising and community service opportunities to promote TVCC and Chukar Athletics.

Review athletic policies and procedures and provide recommendations for future direction.

Maintain up-to-date procedure manuals for athletic department functions.

Advise other college personnel and departments in planning programs and services for student athletes and athletic activities.

Supervise utilization of the athletic facilities; coordinate athletic uses of training and weight room facilities; recommend and review policies for student and community use of facilities at the college; review and recommend changes, repairs and improvement of athletic equipment and facilities.

Arrange for athletic events (game management) Develop and monitor a procedure for game/contest management for athletic events.

Oversee the production of the student-athletic handbook, bulletins, and other publications. Coordinate master athletic calendars.

Responsible for the oversight of the athletic department website. Maintain website with up-to-date information and rosters in collaboration with the Athletics Coordinator and review data entered by staff to ensure current and accurate information is posted.

Assist in the printing of transcripts for all student athletes as necessary; review transcripts for credits and registration; track required paperwork for students transferring – tracers, transcripts, etc.

Monitor eligibility between the Director of Athletics, Registrar, Athletics Coordinator, student athletes, and coaches for all athletic programs. Review necessary eligibility forms. The Director provides this information to each coach and informs the Vice President of Student Services of any concerns that need to be addressed. Assist the coaches and athletes with regards to compliance of NWAC codes regarding roster, eligibility, pictures, etc.

Distribute NWAC calendar of due dates to all athletic coaching staff and appropriate college staff. Monitor due dates and send reminders to all coaching staff. Follow-up to assure all due dates have been met.

Oversee the coordination of college vehicles for athletics travel, insurance claim processing, and concession procedures.

Develop and provide a variety of student services and programs such as student athletic recruitment and retention, academic tracking and athletic eligibility, health and safety, while monitoring student-athlete progress term-to-term.

The Director of Athletics is responsible for assuring coaches adhere to completion and collection of various department forms necessary for registration, scholarship aid, physical examinations, medical releases, transcripts, insurance information and transfer releases.

Responsible for all aspects of personnel management including preparing and conducting annual staff performance reviews, coach pre- and post-season evaluations, hiring of athletic coaches within the TVCC hiring processes and contract employees.

Assist coaches with hiring assistant coaches; forward recommendations of hire to the VP of Student Services and Human Resources. Approve payroll work authorizations for all department staff.

Responsible for facilitating and conducting an impactful and informative student athlete orientation.

Oversee student-athlete discipline in collaboration with the TVCC Student Conduct Officer (or the Vice President of Student Services designee). Make recommendations in matters of student athlete discipline; advise students in eligibility and academic issues.

Responsible for all financial transactions, including budget expenditures, gate receipts, rentals and concessions. The Director prepares and reviews each budget to ensure efficient management of each area. The Director prepares and submits the annual budget for the department and ensures that the budget is properly maintained.

Work collaboratively to support the Boosters and other athletics club sponsored fundraising activities.

Responsible for sponsorship solicitation and management of sponsor contracts for all athletic spaces.

Attend all athletic home events/competitions and act as the game administrator or be responsible for delegating a game administrator.

The Director of Athletics will not serve as a Head Coach in any particular program to ensure their ability to assist or coach on an interim basis for any of the athletic programs in the absence of a Head Coach or while searching for a Head Coach. Additionally, the Director of Athletics may need to serve as an assistant to the Head Coach in the case the Head Coach is the only professional coaching a contest.

This announcement covers the most significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

TERMS OF EMPLOYMENT

This is a full-time, Professional, exempt position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan as well as 160 hours of annual vacation leave, 16 hours of annual personal leave and 8 hours per month of sick leave accrual.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts (copies are acceptable at this time)
- Two recent letters of recommendation
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures. The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839. Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.