



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

RECRUITMENT ANNOUNCEMENT

Athletics Coordinator

PAY - \$40,000

JOB TYPE - Full Time

DEADLINE - Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - Athletics

REPORTS TO - Athletic Director

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employee's contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY

The Athletics Coordinator will manage the functions and services within the TVCC athletic department; specifically, the day-to-day operations of sports programs, scheduling, facility management, and will assist students, staff and the public with general inquiries.

QUALIFICATIONS

MANDATORY: Associate's Degree and/or a minimum of two years of work experience which demonstrates the knowledge, skills and abilities to perform the duties listed. Proficient use of internet and computer word and spreadsheet programs. Able to work independently to meet deadlines.

PREFERRED: Bachelor's Degree. Prior work experience in Athletics. Bilingual in English and Spanish.

ESSENTIAL FUNCTIONS

Coordinate facilities usage, including scheduling, maintain a facilities calendar of events, process billings for usage, and inform users of regulations or policies regarding usage. Distribute and notify calendar of events as appropriate to athletic and other campus staff.

Provide general assistance and coordination of activities for department staff, coaches and community stakeholders.

Maintain weight room card lock system for students and other users; distribute cards to new users and students.

Maintain a file on each student-athlete with information on personal or school insurance, athletic physical results, and appropriate immunization records.

Process and monitor Letters of Intent and Tracers between the athletes, coaches, director and NWAC (Northwest Athletic Conference) office for all athletic programs.

Game management, in coordination with the Athletic Director, including pre-game and post-game duties: order and reconcile money bags for home games, prepare tickets for home games, assist with officials' and workers' scheduling, process requisitions for payments of officials and distribute checks. Support the preparation of game rosters, posters and other marketing materials.

In coordination with the Athletic Director, assist with NWAC compliance and health and safety compliance as outlined by the NWAC.

Assist students, staff, and others with their questions in person, by phone, or through email. Answer phone and distribute messages; distribute department mail and other campus communications.

Assemble, prepare, and file reports and correspondence.

Assist with fundraising by designing graphics for brochures, etc., handling bulk mail, stamp tickets, and monitoring incoming money to meet with internal control policies.

May assist with monitoring and author content on Athletics Social Media platforms, website, and other external media platforms.

Create, assemble and maintain department forms as necessary for all sports.

Assist with travel arrangements within the department. Process cash advances for travel; submit receipts to Business Office for all athletic programs. Prepare appropriate forms relating to travel.

Process credit card statements and purchase requisitions for the athletic department.

Review athletic and club accounts for outstanding invoices. May be asked provide accurate accounting for all the athletic general fund and club account budgets, including: Ore-Ida Complex and Chukar Booster Club budgets.

Work with the legal department on preparation of contracts for athletic sponsors; monitor invoice/billings for sponsors and mail as required; receive and deposit sponsorship funds.

Prepare payroll budget authorizations for work grant students and coaches. Assist Human Resources with part-time new hire paperwork ensuring all data is complete and on the proper documents. Retrieve and track timesheets for all work study, work grant students, and bus drivers. Maintain limited personnel files on coaches.

May be asked to attend Booster Association meetings and coach's meetings. Prepare the agenda and record the minutes for the Chukar Booster Association and Coaches' meetings. Assist the Booster President with the delivery of Booster benefits (apparel, recreation passes, and plaques).

May be asked to serve on college committees and/or councils.

Will collaborate with the Sports Information Coordinator on an as needed basis.

Maintain department bulletin boards in a clean and orderly manner with updated athletic events, as well as pertinent information for general students and athletes.

Will perform other duties as assigned.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments. Evening and weekend hours may be required for game management, meetings or specific campus events.

TERMS OF EMPLOYMENT

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

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

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 basis of race, color, sex, marital status, sexual orientation, gender identity, 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 non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.