

BARSTOW COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

POSITION: *DIRECTOR OF ATHLETICS*

BASIC FUNCTION:

Responsible for developing, supervising, monitoring, and promoting of a positive public image of the College intercollegiate athletic programs.

REPRESENTATIVE DUTIES:

Develop and supervise all intercollegiate league and practice schedules.

Coordinate the activities of the coaching staff.

Serve as the District representative to the athletic conference.

Supervise the preparation and accountability for all athletic eligibility.

Develop and monitor the athletic budget.

Supervise the purchase and maintenance of all athletic equipment and supplies.

Conduct a public relations program for athletics.

Develop and promote fund raising for athletics.

Develop and maintain an active recruitment and articulation program.

Ensure the integrity of the athletic program.

Attend all athletic contests.

Perform all work related activities.

KNOLWEDGE AND ABILITIES:

KNOWLEDGE OF:

California community college athletic rules and regulations.

Title IX regulations.

Barstow College requirements for athletic eligibility.

Positive public relations techniques.

Budget development and monitoring techniques.

ABILITY TO:

Execute a positive athletic program.
Provide a positive role model for athletics.
Maintain a cost effective athletic program.
Promote a strong, positive, image to the public.

EDUCATION AD EXPERIENCE:

Possession of minimum qualifications to coach and/or teach in California community colleges. Experience in coaching at a high school or college level.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license (preferably a Class B license)

WORKING CONDITIONS:

ENVIRONMENT:

Athletic environment; gymnasium, locker rooms, and ball fields; subject to seasonal heat and cold adverse weather conditions; and driving a vehicle to and from athletic contests.

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time, hearing and speaking to communicate and exchange information, moderate lifting and carrying athletic equipment up to 30 pounds.

HAZARDS:

Occasional interaction with abusive coaches, team players, and audience; accidents associated with athletic contests, i.e., stray balls, bats, etc.

CONDITIONS OF EMPLOYMENT:

\$5, 000 annual stipend; irregular hours, including weekends; no overtime may be earned in this position.

Board approved: 5/17/94