REVISION TO POSITION DESCRIPTION

POSITION: Director of Athletics, Physical Education, Recreation

REPORTS TO: Associate Vice President for Student Affairs

GRADE: BOG 17

WORK SCHEDULE: 35 hours per week; non-standard

BASIC FUNCTION:

To plan, organize and administer educational programs that integrate Athletics, Physical Education and Recreation with other CCRI programming in order to enhance the student experience at the college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Responsible for planning, budgeting, organizing and supporting the following:
  • The Intercollegiate Athletic Programs
  • The Physical Education Program
  • The Recreation and Intramural Programs
  • The Athletic Facilities and Equipment

As such is responsible for the recruitment, hiring, evaluation, and leadership of personnel associated with the College’s Athletics, Physical Education, Recreation and Intramural Programs.

• Develop and foster programs that enhance student life and are both educational and entertaining

• Serve as a representative of the Community College of Rhode Island to such organizations as the National Junior College Athletic Association, Region 21, National Association of Collegiate Directors of Athletics, National Collegiate Athletic Association, and other athletic organizations recognized by the College.

• Represent the Community College of Rhode Island with secondary school systems, state agencies and community organizations.

• Prepare reports and statistics pertaining to activities in Athletics, Physical Education, and Intramurals and Recreation.

• Serve as chairperson for the Physical Education Department

• Perform other related duties as assigned by the Vice President.
LICENSES, TOOLS AND EQUIPMENT:

Must have access to and use of own transportation. Ability to use basic office equipment. Ability to use student information system software. Familiarity with a wide variety of athletic equipment and their uses.

ENVIRONMENTAL CONDITIONS:

Evening and weekend work. Travel to other colleges for varsity sporting events. May participate in athletics events held outside in inclement weather.

QUALIFICATIONS:

A Masters Degree required, preferably in Health, Physical Education and/or Recreation. A minimum of 5 years administrative experience in Intercollegiate Athletic programming required. Candidate must have demonstrated skills in the development and administration of a collegiate Physical Education and Recreation program and a commitment to integrating Athletics, Physical Education and Recreation into a quality student-life program. Strong interpersonal skills and leadership ability are a necessity for this position. College level teaching experience is preferred.

CCRI is an Equal Opportunity / Diversity Employer. Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.