



Job Description

Title: Athletics Facilities Coordinator	Department: Athletics
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Reports to: Director of Athletics	Work Schedule: Monday – Friday, nights & weekends as needed	Positions supervised: Coaches and vendors
Job Status: Full-time	FLSA Status: Exempt	Date Revised: August 2016

POSITION SUMMARY:

The Athletics Facilities Coordinator provides general support to the Athletics Director and other department members by coordinating and overseeing the athletic facilities. The support also includes administrative and organizational duties.

PRINCIPAL RESPONSIBILITIES:

- Coordinates use of all assigned athletic facilities by managing the daily operations, staffing and scheduling of all athletic events and practices
- Responsible for overseeing the rental of athletic facilities and communicating the specific details with maintenance, events and calendar staff
- Manages and coordinates the facility maintenance for the buildings and grounds at all locations including turf maintenance, building and fence maintenance, scoreboards, etc.
- Ensures that facilities are set up and ready for all events and practices
- Responsible for securing the facilities at an events' end as well as basic clean-up
- Oversees the health and safety guidelines for events and facility use
- Responsible for data entry process for online practice/game schedules
- Maintains relationships with NYO and outside vendors using the facilities
- Serves as athletics first point of contact for the facilities and handles complaints and concerns as needed
- Organizes and maintains equipment storage
- Assist Director of Athletics with planning and programming of facility use

Education:

- Bachelor's degree in physical education, recreation, athletic administration or related field required
- Master's degree preferred

Experience:

- 2-5 Years of higher education athletic administration experience preferred
- Coaching, intramurals and/or other relevant experience preferred

Competencies:

- Strong organizational skills
- Flexibility required
- Ability to work independently
- Team player
- Good communication skills (written and verbal)
- Ability to multi-task and manage time in a fast paced environment
- Strong computer skills
- Strong decision-making skills
- Good administrative and supervisory skills
- Ability to deal effectively with a wide range of constituents

Licenses and Certifications:

- Valid Georgia driver's license

Specialized Skills and Knowledge: <ul style="list-style-type: none">• Knowledge of managing a sports/athletic facilities preferred.	Working Conditions: <ul style="list-style-type: none">• General office and classroom conditions to outside working areas
Physical Demands: <ul style="list-style-type: none">• Lifting up to 50 pounds, standing, walking, sitting reaching, running operating computer and other office and athletic equipment	