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Developed by:.....SB
Reviewed by:..... SG; DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Football Operations

DIVISION: Student Affairs (Athletics)

REPORTS TO: Head Coach, Football

GRADE: 7

SUPERVISES: Student team managers

BASIC FUNCTION:

Assist with the organization and administration of the football program, including the following: on-campus recruiting, practice, study table, conditioning, public relations, academics, game-day and activities, team travel, and liaison to sport administrator. Coordinate video taping and tape exchange program. Coordinate summer camp planning and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist Head Coach with on-campus duties related to the recruiting of Division IAA (FCS) athletes (i.e., call recruits, arrange meals, transportation for visits, conduct tours, prepare compliance documentation, etc.)

Oversee student athlete player performance (i.e., supervise weight room, supervise study hall, conduct orientation activities for freshmen, etc.)

Determine best and most cost- effective methods for team travel, including flight arrangements, hotel arrangements, team meals, and on-site transportation; plan/arrange pre- or post-game meals for home games.

Coordinate game day activities, including the greeting of officials, maintenance of chart statistics on bench, etc., and post-game activities.

Responsible for the filming of games, and for tape exchange policies.

Produce video highlights, coordinate film exchanges, gather coaches' evaluations of officials, etc.

Participate in, where allowable by NCAA rules/regulations, team practice activities (i.e., run practice clock, retrieve balls, perform managerial functions, etc.) and other activities (i.e., assist with coaching and/or administering the institution's camps or clinics, respond to mail from alums and/or non-recruits, etc.)

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Assist the Head Coach with the coaching and/or administration of the institution's football camps or clinics.

Recruit/hire, schedule, and supervise/evaluate team managers.

Propose practice and facility schedules to Assistant Athletic Director for Operations.

Liaison to visiting teams for practice and other needs.

Coordinate team/individual appearances/community service with Sports Information and Marketing departments.

Serve as liaison to sport administrator.

OTHER DUTIES AND RESPONSIBILITIES:

Comply with all NCAA, University and Colonial Athletic Association policies and regulations.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printer; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is subject to both inside and outside work; extreme cold and hot temperatures can be encountered.

QUALIFICATIONS:

Required: Bachelor's degree; demonstrated effective interpersonal, organizational, communicative and leadership skills, and the ability to coordinate and supervise support staff; demonstrated ability to interpret University and NCAA rules and regulations, and to communicate the interpretations to others; adherence to University and NCAA rules and regulations. Appointment subject to NCAA violation report clearance and NCAA Rules Certificate.

Preferred: Experience with Division IAA (FCS) athletics.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.