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Developed by:.....SG;JH
Reviewed by:.....AT;DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Club Sports
DIVISION: Student Affairs (Campus Recreation)
REPORTS TO: Director, Campus Recreation
GRADE: 10
SUPERVISES: Graduate Assistants, Part-time, Full-time and Volunteer Club Sport Coaches, Student/Internal Employees, Student Leaders, Fiscal Clerk

BASIC FUNCTION:

Create diverse & inclusive, comprehensive, student-focused Club Sports programs and support the development of recreational opportunities that serve The University of Rhode Island (URI) community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership to the overall Club Sport program relating to adaptability, analytical & critical thinking, initiative & motivation, planning & project management, decision-making & judgment, business acumen, customer service, teamwork, diversity awareness, interpersonal relationships, communication, integrity, leadership, long-term focus, organizational learning & change management.

Directly execute and supervise the daily logistical operations and provide a vision for a competitive student focused Club Sports program at URI. Provide key leadership and foresight in establishing Club Sports programmatic goals, facilitate change, and implement innovative programs and services.

Provide ethical leadership, resolution, and strategic planning to the Club Sports Executive Board, Student Team Leaders, Club Coaches and Student-Athletes with focus on: fiscal management and sustainability, conflict management, human resource management, competitive/practice schedules, travel coordination, safety and risk management, emergency action protocol, student recruitment & retention, program evaluation, marketing/branding, and social media.

Serve in a leadership role that supports University efforts to enhance student experience by providing exceptional club sport programs and services.

Provide direct supervision and leadership to the Club Sports and Intramural Council (CSIC), and the student executive board responsible for approving Sport Club operation procedures, policy changes, budget allocations, and club discipline matters.

Develop and implement on-going coach and student-athlete training programs on required University policies and procedures relating to the successful management of the Club Sport program to include, but not limited to: Risk Management, Van Training, Fundraising Protocol, Bystander Intervention, Hazing Prevention, Alcohol Education, Title IX, FERPA, Health Services Resources (i.e., concession management), CPR/AED, First Aid training, etc.

Provide strong oversight for multiple budgets, making management decisions, interpreting and ensuring policies and procedures are followed, regarding: budgets, allocations, maintaining precise revenues/expenses accounting, approving & reconciling fundraising events, monitoring coaches' salaries, approving & monitoring procurement practices, and reimbursements.

Lead in the development to effectively identify, promote, engage, solicit, and steward potential donors and alumni development. Spearhead fundraising initiatives. Attend various Club Sport, alumni, and campus functions to develop a familiarity with the culture at URI. Appropriately participate in the design and execution of donor/prospect programs and events.

Work in conjunction with the Director to collaborate with the URI Foundation, the Division of Student Affairs and the URI Alumni Association to marshal resources necessary to be successful. Foster and increase alumni engagement through internal and external events. Seek ways to generate financial support through fundraising efforts to create new revenue streams.

Work effectively to promote and enhance diversity, assist in creating an environment of inclusion, and embrace social justice.

Develop, manage, and supervise part-time student employees to include recruiting, hiring, training, scheduling, evaluating, student-learning outcomes, and assessments with an emphasis on student leadership and development. Formulate and revise training materials and operational manuals.

Recruit and hire full-time, part-time, and volunteer Club Sport Coaches, negotiate and develop coaching contracts, apply human resource management, and evaluate performance in collaboration with Student Team Leaders and the Director.

Approve and coordinate all Club Sport travel and corresponding travel expenses to include: arrangements for ground transportation, airline, lodging, insurance, travel reimbursements, and travel reports, etc.

Provide excellent customer service. Evaluate effectiveness and satisfaction of overall programs and services. Determine overall effectiveness and satisfaction to decide on possible changes as deemed appropriate. Formulate recommendations to ensure program evolves as necessary to continue to serve the mission.

Monitor and enforce established program rules, policies, procedures, and regulations for the University, URI Foundation, Student Senate, Inc., and the CSIC. Formulate and routinely revise policies, guidelines, and operating procedures as necessary.

Oversee and manage the development, operation, expansion, and maintenance of all off-campus Club Sport facilities including the Arrigan Memorial Sailing Pavilion and the Campanella Rowing Center. Serve as liaison, along with the Director, with the outside management firm for the Brad Boss Ice Arena.

Provide leadership in planning for future expansion of program and facilities. Develop an evaluation process to include short and long-term measurable program goals and objectives.

Develop marketing strategies and action plans for Club Sports programs to include, but not limited to: promotions and public relations, newsletters/blogs, fundraising events, advertising, news articles, flyers, and game programs, etc. Assist with maintaining and updating the Club Sports website.

Coordinate evening and weekend set-up management of the Clubs Sport program, including scheduling student employees, game management personnel, and facilities used during Club Sport practices, competition, fundraising events, and special events.

Work collaboratively with full-time Campus Recreation staff to effectively meet the Department's mission, values, and goals to continue efforts to enhance recreational opportunities for our students and university community and adapt to changes in the work environment.

Evaluate all club sports programs and services to determine overall effectiveness and satisfaction and determine if implementing change is appropriate.

OTHER DUTIES AND RESPONSIBILITIES:

Lead in the development, implementation, and review of all sport rules, regulations, and policies governing the club sports program. Serve as liaison to all National Governing Bodies (NGB) of various sports.

Provide strong and effective management skills. Analyze conflict resolution, and determine appropriate action in a challenging environment.

Maintain an up-to-date inventory of all Club Sport equipment.

Submit mid-year and end of year reports and other documents as needed.

Encourage and develop new Club Sport programs as demands require and within available resources.

Network with other professionals, and review research journals, to remain apprised of safety and risk management, human resource management, current standards and industry trends, regarding club sports, sport rules, guidelines, and their application.

Lead and work in a team-oriented environment.

Assist other Campus Recreation program areas and facility operations as needed.

Represent the Department of Campus Recreation and serve on various Student Affairs and University committees.

Perform related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software. First Aid/AED/CPR certifications.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in sports management, recreation administration, physical education, kinesiology/exercise science, business administration, college student personnel or a related field; Minimum of two years of full-time professional administrative experience in developing and managing a club sports, intramural or similar recreational sport program (two years of graduate assistant experience in the competitive sports program area is equivalent to one year of full-time experience); Demonstrated supervisory experience; Demonstrated training experience; Demonstrated customer service experience; Demonstrated experience in financial management and fundraising skills; Demonstrated ability to multi-task; Demonstrated prioritization and organizational skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated evidence of current First Aid/AED/CPR certifications or ability to obtain within two months of employment); Willingness to work evenings and weekends; and, Demonstrated experience working with diverse groups/populations.

PREFERRED: Master's degree in sports management, recreation administration, physical education, kinesiology/exercise science, business administration, college student personnel, Higher Education Administration, or a related field; Minimum of two years of full-time professional administrative experience in developing and managing a club sports, intramural or similar recreational sport program in a higher education setting (two years of graduate assistant experience in the competitive sports program area is equivalent to one year of full-time experience); Demonstrated familiarity with national governing bodies of various sports; Demonstrated experience working with CAS (Council for the Advancement of Standards - Collegiate Recreation) and/or student learning outcomes in a higher education setting; Demonstrated experience working with software such as Club IMleagues software, SubItUp, Word Press and e-Campus; and, Demonstrated involvement in NIRSA - Leaders in Collegiate Recreation or in other professional organizations related to recreational sports.

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