



Job Title: Athletic Director	FSLA: Exempt – Non-Tenure
Department: Athletic/Fitness	Date Reviewed: 1/30/2014
Contract Length: 12 Month	Pay Grade: D-62
Reports To: Vice President for Student Services	

EASTERN WYOMING COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

Job Summary

Under direction of the Vice President for Student Services, plans, implements and directs the athletic programs at the college in compliance with the rules and regulations of the National Junior College Athletic Association and Region IX. Responsible for the operations of the EWC fitness center.

Essential Job Functions – Athletic Director

- Responsible for team management duties including recruitment, advertising, training, teaching and any other support activities that are necessary for student athletes to enjoy successful careers while attending Eastern Wyoming Community College;
- Prepares and administers intercollegiate athletic budget and provides fiscal overview for the athletic program;
- Develops, in cooperation with athletic staff, games, schedules, and a certified base of game officials;
- Ensures that all events held in conjunction with the Athletic Department are in compliance with NJCAA and Region IX;
- Establishes and evaluates goals for the athletic program through the College’s institutional effectiveness program;
- Develops and oversees an annual orientation program for athletes;
- Develops appropriate tracking of and maintains information regarding the scholastic performance of all student athletes; Prepares Academic Success reports and Ensures ongoing eligibility of athletes;
- Works with Counseling Department, faculty and other areas as appropriate to ensure that student athletes receive needed intervention and academic assistance in a timely manner;
- Serves as the primary liaison between EWC and the School District regarding the use of shared athletic facilities;
- Submits written proposals, including expected income and expenses, for camps or other athletic activities. Supervises all recruitment activities within the intercollegiate athletic program to ensure compliance with conference and national rules;
- Maintains effective relations with high school coaches to ensure an efficient and effective recruiting network;
- Develops and disseminates team schedules for all College sporting events;
- Maintains an inventory record of all athletic equipment;
- Serves as contact for Region IX of the NJCAA and represents Eastern Wyoming College at regional meetings;
- Oversees the effective maintenance of all athletic facilities and equipment;

- Maintains accurate and official team records, individual records, and program history;
- Recommends an annual housing plan for athletes;
- Develops and maintains an effective program in order to identify and attract scholarship prospects for the team;
- Supervises Coach(es), assistants and other part-time employees;
- Cooperates with regional and zone coaches to establish competitive, yet efficient, game schedules that are spectator friendly;
- Coordinates all team travel adhering to prudent budgetary practices;
- Develop and maintain handbook for athletic teams; promote policies and procedures;
- Communicate effectively with personnel in athletics and with other college personnel
- Other duties as assigned.

Essential Job Functions – Fitness Center Director

- Directs operations of the EWC Fitness Center, including scheduling, coordination with calendar;
- Interview, hire, train, schedule, direct and supervise fitness center staff;
- Coordinate advertising and publications related to fitness center, college relations;
- Develop and maintain procedures manual for fitness center participation;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment , and being prepared to take action should a health or safety emergency occur;
- Develop and Maintain procedures manual for Fitness Center participation;
- Instruct Fitness Center credit courses, prepare syllabi and perform instructional duties a appropriate, coordinate orientations;
- Schedule, coordinate, and supervise maintenance, repair and replacement of equipment;
- Prepare annual reports on participation and expenditures.

Minimum Education, Skills and Abilities

- Bachelor’s degree (Master’s preferred) in related field and a minimum of three years’ experience in directing and/or coaching intercollegiate athletics, or an equivalent combination of education and experience.
- Ability to objectively evaluate physical performance and mental capabilities related to intercollegiate athletic programs;
- Knowledge of intercollegiate athletics, NJCAA rules and regulations and conferences;
- Effective planning and organizational skills;
- Knowledge and skill in the use of integrated software systems and Microsoft applications;
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public;
- Skill in facilitating and modeling a quality customer service orientation;
- Ability to work effectively with an ethnic, cultural and diverse student population;
- Ability to think “outside the box” and to lead and manage in a positive and inclusive manner;
- Current CDL license or commitment to complete process.

Work Environment

Operates in a variety of conditions, in climate controlled office and gymnasium, locker rooms, fitness center and outdoor athletic environment.

Special Requirements

- Availability to work evenings and weekends;
- Ability to travel for team practices, competition and scouting;
- Appropriate driver's license for transportation of team in vans or bus;
- Physical ability to participate in all facets of training and competition of College athletic teams.
- Perform other duties within the scope of this position and for which the director is qualified
- Complete other duties as assigned

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.