

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ATHLETIC FACILITIES AND ELIGIBILITY COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, coordinate athletic facilities use and rentals that include event coordination, budget, and organization of labor needs; track and verify student athlete eligibility; perform a variety of para-professional, technical, and complex office support work while exercising independent judgment in the satisfactory completion of duties; and coordinate with administration, faculty, staff, and community members to enlist support, cooperation, and participation in appropriate activities and rental services.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate the daily services, activities, and preparations related to the use and rental of athletic facilities including but not limited to scheduling, planning, preparing, bookkeeping and accounting, and identifying and communicating any issues and areas of potential liability and risk.
2. Serve as point of contact for rentals of athletic facilities; maintain records of applications, permits, and certificates of insurance.
3. Administer events, athletic facilities use, and rentals in accordance with established guidelines, policies, procedures, and contract agreements; explain college and/or district policies, fees, regulations, and deadlines for use of athletic facilities.
4. Create, develop and maintain confidential databases for student athlete information, including Form 1's, tracers, required insurance forms/cards, and other required documentation.
5. Oversee, organize, track and verify eligibility for student athletes in accordance with California Community College Athletics Association (CCCAA) regulations and bylaws.
6. Assist in maintaining assigned program financial records; recommend adjustments as necessary; prepare budget reports as required.
7. Participate in the identification, planning, development and implementation of activities and services that promote and enhance the use of athletic facilities for events and rentals.
8. Act as liaison college-wide, with external groups and the community to collaborate and coordinate the use and rental of athletic facilities.
9. Coordinate active marketing for event use and rentals of athletic facilities.
10. Establish and maintain complex, interrelated filing systems; collect, compile, and record narrative, statistical, and financial data and other information; research and verify information as requested.
11. Oversee development of in-reach and outreach materials (e.g., brochures, flyers, posters, social media, website, etc.) to enhance awareness of rentals available.
12. Develop systems to monitor and evaluate event and rental use of athletic facilities.
13. Provide assistance to the assigned administrator or appropriate manager; participate on a variety of committees; prepare reports and other correspondence as appropriate and necessary.
14. Attend and participate in professional group meetings; maintain awareness of issues, trends, and developments in athletic facilities and student athlete eligibility; keep abreast of changing technologies and software programs to support area needs.
15. Perform related duties as required.

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Athletic programs, facilities, functions and operations.
2. Laws, rules and regulations, and codes associated with CCCAA programs, including student athlete eligibility.
3. Pertinent Federal, State, and local laws, codes, regulations including applicable sections of the State Education Code, and college and district policies and procedures.
4. Principles and practices of processing, monitoring and enforcing student athlete eligibility and compliance, conference and athletic program procedures.
5. Principles and practices of events and facilities rentals.
6. Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.
7. Outreach, marketing, and social media principles and techniques.
8. Principles and practices of fiscal, statistical, and administrative research and report preparation.
9. Principles of communicating and collaborating effectively with students, faculty, staff, administration, and the community.
10. Interpersonal skills using tact, patience, and courtesy.
11. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
12. The diverse academic, socioeconomic, ethnic, and cultural backgrounds of the community college students and the community at large.

Ability to:

1. Coordinate and direct programs, activities, and operations related to use of athletic facilities.
2. Carry out work objectives in an organized, efficient, and timely manner without immediate supervision.
3. Perform detailed and complex specialized technical, programmatic, and administrative support duties involving the use of independent judgment and personnel initiative with speed and accuracy.
4. Recommend and implement goals and objectives for providing various programs and operations.
5. Maintain databases, update website and various computerized systems.
6. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
7. Research information using initiative.
8. Organize, assimilate, and analyze information.
9. Respond tactfully, clearly, concisely, and appropriately to requests and inquiries from the public, students, college and district staff and faculty, or other agencies.
10. Make regular contact with students, employees and the public to discuss services and resources, and resolve problems within specified standards.
11. Complete required forms and surveys.
12. Prepare clear and concise reports, administrative and financial records.
13. Set up and maintain a variety of databases, files and records.
14. Plan and organize work to meet schedules and deadlines.
15. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
16. Adapt to changing technologies and learn functionality of new equipment and systems.
17. Communicate clearly and concisely, both orally and in writing.

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18. Establish and maintain effective working relationships with those contacted in the course of work.
19. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in education, physical education, sports management, or a related field.

Experience:

Three years of progressively responsible experience in athletic relations field requiring complex reporting and analysis.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with occasional work on specified athletic facilities; occasionally travel from site to site. Incumbents may be required to work evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees: November 19, 2024

Effective: July 1, 2024

Job Family: Technical - Paraprofessional