



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director Athletics, Recreation, and Wellness
POSITION NO.	502525
LOCATION	Lincoln
REPORTS TO	Dean Student Engagement
GRADE	BOE 16
WORK SCHEDULE	Non-Standard: 35 hours per week; working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
SUPERVISION	Professional and clerical staff and student employees
LIMITATION (if applicable)	N/A
REVISION DATE	March 2023

JOB SUMMARY:

Reporting to the Dean of Student Engagement, we are seeking our inaugural Director of Athletics, Recreation, and Wellness to position CCRI as a model for student health and wellness amongst public two-year colleges. The Director will provide leadership and active support for all planning, staffing, educational, operational, facility, and budgetary aspects of a comprehensive student athletics, student recreation, and student wellness program.

The Director will engage a diverse student population, promote health and wellness, and enhance the quality of living (no campus housing) and learning for our students, while also managing fitness centers, athletic fields, and gymnasiums at our Knight Campus in Warwick and Flanagan Campus in Lincoln. A twenty-five yard long pool is also located at the Flanagan Campus.

In collaboration with the Dean of Student Engagement, the Director will establish and execute a strategic direction that supports the broader student community with a focus on continuous learning and standards of excellence in intercollegiate athletics, student recreation, and wellness. This position will also develop and implement department policy, plans, and proposals.

DUTIES AND RESPONSIBILITIES:

Administration:

- Shows strong leadership of the department's programs and services through budget preparation, administration and management; provide effective and strategic resource management and facility utilization; and administer and monitor the capital, operations, and personnel budgets.
- Administers departmental funds and accounts in a fiscally responsible manner;
- Collaborates with other College departments on recruiting and retaining students;
- Oversees the development and implementation of a sound athletic, recreation, and wellness marketing plan, including collaborating with Marketing and the media on publicity and reporting of events and results;
- Create innovative marketing plans to increase on-campus engagement with students, faculty, staff, youth groups, local communities and alumni;
- Develop processes and procedures to ensure accuracy of reporting and collecting data including, student success reports, weekly game eligibility reports, equity in athletics reports, retention reports, and other grade information reporting;
- Manages fulltime and part-time staff;
- Reports on program and departmental performance as appropriate;
- Makes policy recommendations and develops interventions to ensure program effectiveness;
- Encourage, promote, and instill a commitment to diversity, equity, and inclusion, as well as a high level of cultural competence and respect for a diverse range of identities and experiences within the department to build community.

Facility & Equipment Management:

- Direct the comprehensive scheduling of all athletic facilities, as well as the coordination of a master athletic

calendar in conjunction with the master university calendar.

- Provide strategic direction and oversight for athletics and recreational equipment and facilities' maintenance, construction, and restoration, with a purposeful design for safety and future facility needs.

Fundraising:

- Establish, in collaboration with Institutional Advancement and College Relations, the department's proposals and strategic priorities for fundraising, including leadership giving and capital gifts.
- Collaborate with athletic coaches and staff to identify priority athletics fundraising needs.
- Lead and coordinate all fundraising activities for the athletic department, especially sponsorships.

Student Athlete Recruitment & Performance:

- Develop a vision for the department that ensures care, safety, well-being, integrity, transparency and competitive success for all student-athletes
- Ensures compliance with federal, divisional and college athletics regulations
- Coordinate and manage the strategic recruitment and retention of qualified student-athletes with internal and external partners.
- Ensure the health and safety of student-athletes in collaboration with athletic training staff and college health services.
- Implement and disseminate pertinent information on NJCAA on athletics rules and relations, including compliance with Title IX regulations.
- Serve as the primary liaison with the NJCAA

Recreation & Wellness:

- Administer high-quality, innovative, and cost-effective programs to meet our students' diverse needs.
- Develop and provide strategic direction and oversight for summer camp programs.
- Develops and plans for a campus student environment that supports healthy living and well-being
- Develops and implements a broad array of programs that support physical and mental health based on college data, national trends, and knowledge of evidence-based best practices.
- Perform other duties as assigned and related responsibilities as necessary.

LICENSES, TOOLS, AND EQUIPMENT:

Proficiency using software appropriate to a marketing, communication and publications office, including but not limited to MS Office, and Adobe Creative Suite.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in a related field
- Experience related to the above described duties/responsibilities
- Track record of success in working with financial aspects and management of related campus facilities, services, and programming
- Demonstrated experience in leading change and building a compelling case(s) for support
- Demonstrated success in recruiting, hiring, evaluating, and professionally developing coaches and staff members in support of excellence
- Effective written and oral communication skills with the ability to deliver information in a concise, and articulate manner to multiple stakeholder groups
- Proven leadership, excellent interpersonal communication across constituency groups, and management skills, particularly as they relate to establishing and communicating priorities, advancing innovative practices, building strategic partnerships, and solving problems.

PREFERRED QUALIFICATIONS:

- Demonstrated fundraising performance to support operations and programming.
- Demonstrated facility/equipment rentals performance to support operations and programming.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.