Job Title: Coordinator, Sports Clubs

BCAT Code: 09JX36
Pay Grade: G15
FLSA Status: Exempt
Effective Date: June 1, 2011
Revision Date: July 1, 2013

General Description
Organizes, administers and manages all aspects of the Sports Club program in the department.

Examples of Duties
- Develops, supervises, and advises Sports Club student leaders through recruitment, student development, training manuals and meetings.
- Assists club leaders and coaches in planning, scheduling and administering all Club events, such as practices, special events, fund-raising, and ordering equipment/supplies.
- Enforces established policies, procedures, and regulations.
- Formulates and routinely revises guidelines and operating procedures as necessary.
- Develops and administers the annual budget in cooperation with the Sports Club Council.
- Maintains an up-to-date inventory of all Sports Club equipment.
- Manages and maintains the current fleet of department vehicles.
- Keeps up-to-date records of all purchases associated with the fleet.
- Attends state, regional, and national workshops/conferences.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of working effectively with diverse student populations.
- Knowledge of mentoring students and providing leadership/skill development opportunities.
- Excellent oral and written communication skills.
- Ability to work with volunteer staff.
- Ability to provide direct independent supervision.
- Ability to manage confidential information.
- Ability to assist in the planning, maintaining, and monitoring departmental budget.

Minimum GSU Hiring Standards
Bachelor’s degree in Recreation, Physical Education, Sports Administration or related field and three years of related experience; or a combination of training and related experience. Must have cardiopulmonary resuscitation (CPR) and first aid certifications.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.