

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INTRAMURAL COORDINATOR

RANGE: 26

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under direction of the Fitness Manager of the Wellness & Aquatics Complex, coordinate the operations and activities of the Jaguar Aquatics Wellness & Sports (JAWS) Intramural Program; collaborate with other faculty, staff, and committees involved in intramural sports activities, and special fitness events.

DISTINGUISHING CHARACTERISTICS

The Intramural Coordinator performs the full range of program coordination, technical, and program support, administrative support, and complex office and clerical duties independently for an assigned program area requiring a broad knowledge of the JAWS Intramural program area. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise and must be fully aware of the operating procedures and policies of the work unit.

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. Participate in the administration of the office to which assigned; assist assigned supervisor and consultants in meeting reporting requirements, functional responsibilities, and research objectives. **E**
2. Provide a full range of technical and program support as well as responsible and complex office and administrative support, relieving the administrator of a wide variety of routine technical and program related duties as well as responsible clerical and administrative detail. **E**
3. Assist in organizing functions and activities promoted by the JAWS Intramural program area. **E**
4. Serve as a liaison between the assigned supervisor and staff, the general public, and other District personnel. **E**
5. Represent assigned program area at meetings and special events. **E**
6. Plan and organize JAWS Intramural program functions as well as administrative office support functions; coordinate, oversee, and evaluate the flow of work and assure that work is performed in

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- a timely and accurate manner; review, update, and inform the supervisor and others of essential timelines. *E*
7. Discuss and review calendar of events on a regular basis with assigned administrator to assure timely coordination of office activities and status of assigned program functions and projects. *E*
 8. Develop schedules related to assigned program activities and services. *E*
 9. Understand and interpret complex District and State rules, regulations, policies, guidelines, and procedures for decision making and compliance functions. *E*
 10. Collaborate in the development and implementation of JAWS Intramural Program policies, procedures, handbooks, forms, and applications. *E*
 11. Develop instructions to explain Professional Development Program procedures, requirements, and restrictions. *E*
 12. Maintain accurate Professional Development Program records to generate Program, District, and State reports. *E*
 13. Coordinate, schedule, and arrange staff/faculty, student, and/or client orientations related to the JAWS Intramural program. *E*
 14. Collaborate in the development and implementation of the JAWS Intramural Program's annual needs assessment surveys, annual budget plan, one-year and five-year plans, program review, and flexible calendar program certification. *E*
 15. Develop, design, review, and process JAWS Intramural Program surveys, forms, and applications; gather, compile, and tabulate data and information from Program surveys, forms, and applications.
 16. Assist with the effective delivery, evaluation, and reporting of the JAWS Intramural Program to include, but not limited to league, tournament, and event scheduling and implementation; program registration; equipment procurement, inventory, repair, and replacement; field/court preparation and inspection; and participant development and discipline. *E*
 17. Coordination of all JAWS Intramural Program staff including recruitment, selection, training, and development. To include meeting regularly with assigned supervisor and staff, the general public, and other District personnel to establish and ensure effective on-going communication and coordination between departments. *E*
 18. Review and evaluate JAWS Intramural Program operations to ensure that appropriate risk management precautions and procedures are in place or developed. Ensure that the department and facility is in compliance with the risk management requirements of Southwestern Community College District. This includes, but may not be limited to, the effective management of participant waiver and assumption of risk documents. *E*
 19. Coordinate and oversee specialized functions or projects independently as assigned including special event planning and implementation; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate. *E*
 20. Assist with the sponsorship, grant, and donation opportunities to include but not limited to researching opportunities, assisting with grant writing, and assisting with processing of opportunities by working with immediate supervisor, other District personnel, and sponsors/grantors/donors. *E*

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21. Respond to questions and requests for information from administrative, management, academic, and/or classified staff, students, and the general public; communicate information in person, by telephone or electronically where judgment, knowledge, and interpretation of policies and procedures are necessary. *E*
22. Serve as liaison between assigned supervisor and administrative staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining JAWS Intramural Program area policies and procedures, or referring callers to the supervisor or others, as necessary. *E*
23. As assigned, provide technical assistance to clients in person, on the telephone, and/or on-line regarding assigned program area; instruct clients in procedures for completion of forms and applications; explain application requirements and restrictions; review completed forms for accuracy and completeness; process various applications and forms. *E*
24. As assigned, provide technical assistance to members in person, on the telephone, and/or on-line regarding membership services and fitness center programs. *E*
25. Instruct members in procedures for completion of forms and applications; explain membership application requirements and restrictions; review completed forms for accuracy and completeness; process various applications and forms. *E*
26. Recommend expenditures for intramural equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of intramural equipment; post, monitor, and track invoices and other expenditures. *E*
27. Utilize various computer applications and software packages; maintain and generate reports from a database or network system. *E*
28. Interact with District administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interpret and apply policies, procedures, and process sensitive complaints and requests for information. *E*
29. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operational characteristics, services, and activities of the functions, programs, and operations of the assigned program area.
- Goals and objectives of the assigned program.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
- Work organization and office management principles and practices.
- Screening and interviewing techniques may be required for some assignments.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Processes, procedures, and practices of budget preparation and administration.

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- Principles, practices, and procedures of business letter writing.
- Principles and procedures used in complex, interrelated record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.
- Statistical procedures and mathematical concepts.
- Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, leadership, and guidance to office staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Editing, proofreading, and copywriting principles and practices may be required for some assignments.
- Oral and written communication skills.
- District organization, operations, policies, and objectives.

Ability to:

- To organize, coordinate, and evaluate intramural sports.
- Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Perform responsible program and technical support as well as difficult administrative and secretarial duties involving the use of independent judgment and personal initiative.
- Oversee and participate in the management of the administrative functions and operations of the assigned office.
- Establish, review, and revise office work priorities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound judgment in recognizing scope of authority.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Respond to requests and inquiries from students, staff, or the public, effectively present information in person or on the telephone to students, staff, or the public.
- Provide specialized information and assistance to students, staff, and the general public.
- Screen, interview, and assess the needs of students and clients may be required for some assignments.
- Assist with grant writing and the preparation of outside funding reports may be required for some assignments.
- Participate in the development of survey instruments, conducting surveys, and recording and interpreting survey results may be required for some assignments.
- Research, compile, analyze, and interpret diverse data.
- Prepare a variety of clear and concise administrative and financial reports. Independently compose

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and prepare correspondence and memoranda.

- Maintain complex and varied files and records. Implement and maintain filing systems.
- Select, train, evaluate and provide guidance to student workers. Plan, organize, coordinate, prioritize, perform, and delegate work.
- Train, lead, and provide guidance to staff and student workers. Make simple arithmetic calculations.
- Type or enter data at a speed necessary for successful job performance. Participate in the preparation and administration of assigned budgets.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems. Work confidentially with discretion.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work independently and effectively in the absence of supervision.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to: two (2) years of college with major course work in business administration, health science or equivalent experience working in the health and fitness industry or a related field; **AND** one (1) to two (2) years of increasingly responsible professional campus recreation work experience programming, technical, and clerical support experience.

LICENSE OR CERTIFICATE

Current First Aid/CPR/AED Certification, or ability to obtain within six (6) months of employment.

Valid California driver's license and a safe driving record may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

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 frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied

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individuals, as well as various physical activity program areas. Occasionally work is conducted outdoors for extended periods, in the delivery of various activities.

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 and intramural equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen and Associates

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Human Resources