



**Department:** Campus Recreation

**Program Area:** Sport Programs

**Job Title:** Coordinator, Sport Programs

**Reports to:** Associate Director, Programs

### **Summary:**

The Sport Programs Coordinator is responsible for increasing the participation and diversity of Campus Recreation intramural and club sport programs and participants. The Club Sports Program is composed of around 40 teams, 15 coaches, and over 900 participants. The Coordinator will Collaborate with Campus Life partners (i.e. Wellbeing, Res Life, Student Engagement, Global Programs & Studies, and Diversity & Inclusion) to promote student engagement and foster physical wellbeing by all members of the campus community through intramural sports, club sports, and special event programs. A vital component of this position is a demonstrated ability to work autonomously with initiative, critical and creative thinking; as well as a strong commitment to collaboration, student development, and a high level of customer service.

### **Essential Functions:**

- Advise, mentor and train all club sport team officers and captains including, but not limited to, member recruitment, opponent and field scheduling, budget and equipment management, risk management, and travel.
- Develop policies, rules, and regulations for club sports programs that promote safety, fiscal responsibility and participation.
- Oversee club sport risk management plans through safety training, event-tracking reports, driver safety courses, and management of Campus Recreation transportation vehicles.
- In conjunction with the Student Organization Finance Office, assist club sport teams in the developing and managing annual operating and equipment budgets, fund raising, and properly expensing travel, equipment, and other expenditures.
- Hire and onboard club sport team coaches. Coordinate hiring and paying of coaches with Human Resources, Student Organization Finance Office, and club sport teams. Develop and maintain strong working relationships with team coaches and club advisors.
- Negotiate contracts with off-campus practice facilities. Coordinate execution of contracts and payments with General Counsel, Student Organization Finance Office, and club sport teams.
- Develop and maintain strong working relationships with club sport leagues & associations and other collegiate club sport professionals for the purposes of assisting clubs with scheduling competitions and qualifying for and competing in tournaments.
- In collaboration with the Student Engagement office, create leadership training that is specific for club sport officers and compliments student org training.
- Manages any team and/or player disciplinary matters and, as appropriate, in coordination with the Dean of Students Office.
- Responsible for game day operations for club sport hosted events and logistics of off-campus competitions.
- Promote and travel to club sport tournaments to foster student development, develop relationships with alumni, serve on committees and supervise student participants.
- Development of short-term and long-term goals for the club sports program with a formal assessment process. Assist in attaining pertinent assessment data regarding customer satisfaction and participant & student staff learning experiences for regular analysis and annual reporting.

- Maintain statistical data for all programs within areas of responsibility
- Responsible for marketing and promotion associated with the club sports program.
- Serve as the primary point person for Wake Forest Club Sports for all University departments, coaches, and student leadership.
- Assist with the hiring, training, evaluating of the office staff and the Intramural Sports staff
- Collaborates with Sport Programs professional staff involved with the execution and staffing of special event and weekend programs
- Assists with special event programming including, but not limited to, new student orientation, MLK basketball tournament, and occasional late night programming in conjunction with the Campus Recreation professional staff
- Serve on Student Activity Fee Committee
- Co-lead summer camp and assist with registration, management of activities, camp counselors, and communications with guardians and co-workers
- Develop and maintain collaborative relationships with students, faculty, staff and the Wake Forest community
- Fosters an inclusive environment that is welcoming of all members of the campus community

#### **Other Functions:**

- Assists with miscellaneous projects, trips, special events, etc. as assigned by the Associate Director of Programs.
- Other job-related duties and special projects as assigned

#### **Required Knowledge, Skills, Abilities**

- At least one year of related professional experience preferably at a college or university
- Experience hiring, training, supervising, and evaluating student employees
- Knowledge of rules and officiating techniques in major intramural team sports
- Knowledge of Club Sport management and travel processes
- Effective written and verbal communications skills
- Proficiency in computing skills and assessment including the use of IMLeagues
- Bachelor's degree or equivalent combination of education and experience
- Demonstrate commitment to diversity and inclusion

#### **Preferred Knowledge, Skills, Abilities**

- Master's degree in recreation, student affairs, or related field

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

***Campus Recreation seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.***

***In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations and drug screens for all final staff candidates being considered for employment.***