Saint Michael's College
Job Description

Job Title: Athletic Facilities Director

Department: Athletics

Supervisor or Manager: Senior Associate Director of Athletics

Date Created: 07/13/2005 Last Revised: 07/13/2005 FLSA Status: E

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- All areas of the Ross/Tarrant buildings and field space are effectively scheduled in a timely manner
- Inquiries are answered, regarding facility use, quickly, courteously and correctly
- Work orders are issued for facilities and fields
- Keys are ordered and distributed to Athletics department members
- Equipment is purchased for the fitness center and for the facilities
- The budget associated with facilities is maintained
- The Athletic Director is assisted with the updating of Athletics department policies and procedures
- Input to department discussions and decisions is provided to Athletics department administrative team
- Various groups from campus and off campus are assisted with facility use
- Budget requests and purchase orders are submitted annually and assistance is offered for budget decision process
- A comprehensive end-of-the-year report is generated
- The management of the team is conducted in a manner that is consistent with the mission, philosophy, and goals of the institution and department
- All coaches work cooperatively with department members, with a spirit of collegiality and teamwork

Essential Duties and Responsibilities:
- Schedules all areas of Ross and Tarrant as well as outdoor field use for practices and competition
- Works cooperatively with Special Events when scheduling events that involve indoor or outdoor athletic venues
- Maintains and annually updates the Athletic Facilities Policies and Procedure Manual
- Manages the calendar for facility usage, continually posting updated information
- Reports facility repair needs to Facilities and serves as liaison for Facilities regarding facility/field issues
- Generates and issues all athletic building key requests
- Assigns gym lockers and locker rooms to athletic teams and employees; annually reviews and periodically schedules cleaning out of all lockers
- Works cooperatively with coaches regarding facility/field requests as well as campus groups and their special requests
- Is fiscally responsible in managing the budget for the athletic facility purchases
- Oversees maintenance contract for reconditioning of fitness room equipment and purchase requests for new fitness equipment
- Submits budget requests and purchase orders for athletic facility purchases
- Assists with Athletics department special events
- Acts as event administrator at assigned home events (this could entail up to 200 hours a year and will involve evenings, weekends and holidays)
- Serves as a member of the Athletics department administrative team and provides input to department discussions and decisions
- Annually generates an end-of-the-year report outlining facility use and recommendations
- Assists with the advising of the Student Athlete Advisory Council and student staff issues when necessary
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Secondary Responsibilities:
• Assists with the Block M Dinner and other special projects for the department
• Helps direct work-study students
• Assists with SAAC
• Supports management with hiring, department job searches and training

Positions Supervised:
• None

Major Contacts:
• Facilities
• Athletics department staff
• Student Life
• Student Activities
• Safety and Security
• Faculty/Staff
• Special Events Office
• Registrars Office
• Local High School administrative staff
• Local community: Winooski Recreation, Colchester Recreation, Red Cross, National Guard, Burlington Police, Winooski Police, Alumni
• Vendors: Bob McKinnon (fitness center), Mike Quigley (fitness center), Vermont Billiards, Porter, North Coast Health and Fitness, Tri-State Health and Fitness

Demonstrates Excellence:
• Keeps all schedules up-to-date and maintains accurate records at all times
• Communicates in a positive manner and has good rapport with the athletic staff and students
• Stays within budget and maintains a fiscally responsible approach to handling departmental finances
• Works well with others, is always a team player
• Prioritizes work orders and job responsibilities in an efficient and productive manner
• Answers questions quickly and correctly
• Responds to difficult, unexpected situations swiftly and decisively (e.g. where to put field hockey and soccer in a lightning storm)
• Manages fitness room effectively and has it properly outfitted with equipment that matches departmental resources

Education and Work Experience:
• Bachelor’s degree
• Previous experience with facility management, athletic administration or coaching
• Experience in dealing effectively with a wide variety of constituents or background in public relations

Analytic Skills:
• Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

Language and Literacy Skills:
• Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.
Computer/Technology Skills:

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Other:
EMS or some type of scheduling software

Licenses, Certifications and Other Requirements:
- CPR
- First Aid

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Athletic Facilities Director, the employee must occasionally lift and/or move 10-25 pounds.

The physical demands described here 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 a disability to perform the essential functions.

Additional Requirements for the Job:
- Availability for long, irregular hours with some possible evening, weekend, and holiday work
- Ability to tolerate probable exposure to outdoor environment and changing climates
- Capacity for effective written and verbal communication
- Demonstrated skill in organization and interpersonal relations

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.