

Job Level	Sport Clubs Program Coordinator	Technical/Support Level III
Oversight Received	<ul style="list-style-type: none"> * The Sport Clubs Program Coordinator provides leadership, vision, and supervision for the daily operations and management of comprehensive Sport Clubs Program comprised of 32 nationally competitive sport teams averaging a total of 150 team officers, 1,100 team members, and 50 coaches each academic year. * Determine participant eligibility/ineligibility and communicate decision to participant 	<ul style="list-style-type: none"> • Acts independently working under limited supervision.
Problem Solving	<ul style="list-style-type: none"> * Manage student hourly and non-student employee safety certifications for compliance with stated requirements in each job description * Perform annual review and revision of Sport Clubs program manuals * Delegated authority to assume full responsibility for the Sport Clubs program in the absence of the Assistant Director, Sport Club. * Assist with Sport Clubs program budget development, management, and expenditure decisions: \$192,850 * Develop assessment tools to evaluate Sport Clubs program area services, programs, events, and customer satisfaction in alignment with Department Assessment Plan * Plan content, arrange contributors/presenters, and finalize logistics for department professional development retreats * Identify safety/risk management concerns at indoor/outdoor facilities; inform Assistant Director, Sport Club of issues and resolutions * Submit facility requests to Facility Scheduling/Event Management Coordinator for delivery of Sport Clubs program offerings within established timelines, policies, and procedures * Submit marketing requests to Communications Manager within established timelines, policies, and procedures * Contribute to Campus Recreation Strategic Plan review/revisions and initiatives * Collaborate with Assistant Director, Sport Clubs in annual review of area policy manual * Maintain current certifications in American Red Cross Cardiopulmonary Resuscitation for the Professional Rescuer, Automatic External Defibrillator, and First Aid (American Red Cross Basic Life Support for Healthcare Providers is an approved substitute) * Makes operational decisions regarding the daily oversight of the Sport Clubs equipment, programming, and policies * Investigate and apply appropriate resolution or alternative solution(s) to complex situations and/or conflict interactions between Sport Clubs Program participants, coaches, advisors, spectators, and Student Recreation Center department staff pertaining to competition logistics or facility operations related to enforcement of program and/or facility policy and procedures * Lead problem solving efforts by consulting with multiple colleagues when issues arise related to club operations or emergency response that span multiple department work teams. 	<ul style="list-style-type: none"> • Encounters problems which are varied and non-routine. • Uses knowledge of standardized rules, procedures, and operations to resolve • Resolves complex issues escalated from junior team members

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Interaction/ Communication	<ul style="list-style-type: none"> * Assists with determining and selection of educational content, develop, and deliver monthly staff meetings for student Advisors and Managers * Assist the Assistant Director, Sport Clubs in the daily administration, supervision, and management of the overall Sport Club program, focusing on comprehensive development training and leadership opportunities for student team members and coaches. * Collaborate with department colleagues to facilitate event operations and logistics within the Campus Recreation Department, Division of Student Affairs, and throughout the University to benefit students. * Develop and lead Sport Clubs student staff meetings and trainings on policies, procedures, inclusivity, customer service, risk management, etc. * Facilitate team-based discussions for program development and enhancement of Sport Club participant experiences * Education and training on broader program and facility operations policies, procedures, regulations, safety/risk management practices for application during competition * Leadership training/development topics related to supervisory components of Manager position * Membership on Risk Management and Student Staff Development Campus Recreation department committees and participate on or assume a leadership role on Division of Student Affairs committees, projects, activities, and events * Develops and delivers multiple officer, coaches, and faculty/staff advisor education clinics specific to sport clubs operation, as well as daily management and delivery of Sport Club activities at multiple on and off-campus venues. * Research and consult with vendors to compare quality and pricing, make selection decisions, and work with CSU Purchasing to acquire apparel products and equipment for program operations/delivery 	<ul style="list-style-type: none"> • May be required to interpret and explain information to an audience.
University Impact	<ul style="list-style-type: none"> * Conduct annual student employee evaluations: conduct and review evaluations, identify patterns, determine merit, and implement changes to improve employment process and/or work productivity Determine student employee schedules, monitor schedules for accuracy and adequate supervision, adjust scheduling process based on area needs and budget, and oversee time edit processing and bi-weekly approval * Determine components and processes for student employee mentoring and recognition program(s): implement, evaluate, and make decisions on modifications to improve employee performance and retention * Serve as a mentor and role model to student and non-student hourly staff in relation to performance expectations, professional development, and student staff development/leadership 	<ul style="list-style-type: none"> • May act as a team lead, or have supervisory responsibilities over others • May be accountable for on-time delivery of own work or that of others on the team.
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree in exercise science, physical education, kinesiology, recreation administration, sport management, leisure studies, student affairs, or comparable degree * One year's work experience in a Sport Clubs or competitive sports program in higher education 	<ul style="list-style-type: none"> • In-depth experience in a technical field • May require vocational qualification or certification • Maybe working towards professional certification or degree.