



**Athletics Operations Coordinator**  
**Athletics Department**

**Mission Statement:** *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

**Villa Maria College Core Values:** *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

**POSITION SUMMARY:**

The Athletic Operations Coordinator will manage all aspects of facility use by the Athletic Department and outside groups, as well as coordinate athletic department operations. This position will be primarily responsible for successfully coordinating use of the facilities, as well as being the main point of contact with the community, for the purpose of growing the use of the facilities. This includes, but is not limited to, the administrative and logistical aspects of the athletic building use by the department and College, facility rentals, tournament organizing, camp planning, league planning, and other facility use opportunities. In conjunction with the Director of Athletics, the Athletic Operations Coordinator is expected to manage a mix of tournaments, leagues, camps, and rentals year-round to boost use of the facility and generate revenue. In addition, this position is responsible for coordinating Athletic Department operations including, but not limited to, assisting visiting athletic teams, game day management, and travel coordination. Excellent communication and organizational skills are necessary for this position.

As a member of the Athletic Department, the position is committed to the academic success of student-athletes, as well as to helping the department grow in size and athletic accomplishments.

**ESSENTIAL RESPONSIBILITIES:**

- Coordinating game day set up and operations.
- Assisting with visiting teams when they come to campus.
- Assist with planning for Athletic Department/Team travel (transportation, lodging, meals).
- Managing facility use schedule.
- Planning, organizing, marketing/recruiting for and running tournaments, leagues, youth/High school camps and clinics.
- Managing rentals of the athletic facilities.
- Assist with department marketing and sponsorship opportunities.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

**ESSENTIAL QUALIFICATIONS:**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.).
- Ability to communicate effectively and appropriately.
- Ability to organize a large volume of schedules, tasks, and events.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the college community and the public.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to organize and coordinate athletic events.
- Ability to work evening and weekends in preparation for and during athletic events
- Bachelor's degree required.
- 2 years of coaching or athletic operations experience, preferably in higher education.
- Must be able to drive for the College.

**ESSENTIAL FUNCTIONS:**

General office environment requires employee to be flexible throughout the day to include hours standing, sitting, and walking (including up and down stairs), lifting and moving up to 25-pound boxes. Typical duties include sitting at a desk, manual dexterity using hands and fingers to use computers and various office equipment. Professional communication is required for frequent contact with others (in person or over phone/email), dealing with interruptions, and various noise levels. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*

**VILLA MARIA COLLEGE INCLUSION STATEMENT**

*At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.*