

Warren Wilson College

Position Description

POSITION TITLE: Director of Athletics and Adventure Sports

DEPARTMENT: Student Life

REPORTS TO: Dean of Students

POSITION SUMMARY:

The Director of Athletics and Adventure Sports is responsible for developing policies, evaluating coaches and staff, managing the budget, facilities maintenance, and monitoring the work, service, and academic progress of students involved in the athletics and adventure sports program. Additionally, the Director of Athletics and Adventure Sports serves as the Chair of the Physical Education Department.

SPECIFIC RESPONSIBILITIES:

1. Develops and implements annual and long term plans for the Department of Athletics and Adventure Sports that further Warren Wilson College's educational mission.
2. Works closely with Admission Department to recruit qualified student athletes.
3. Monitors all athletic and adventure sports budgets to ensure the program meets Title IX requirements as defined by the United States Department of Education.
4. Supervises and meets weekly with the coaching staff.
5. Monitors academic, athletic, service and work progress of our student athletes.
6. Oversees intercollegiate and club team schedules.
7. Collaborates with Assistant to supervise student work crew of 15 in areas of work hours, individual development, and a greater understanding of work.
8. Directs all external activities within the athletic facility (DeVries, soccer fields, etc.) ensuring that all groups and individuals have appropriate insurance and follow department policies.
9. Administers department's athletic and adventure sports insurance policy: issuing checks, recovery of EOB's, serving as liaison between providers and insured; provides information, as requested by the Vice President of Business for Warren Wilson College.
10. Serves as Chair of the Physical Education Department – attends Academic Council, monitors Physical Education budget, hires adjuncts, schedules classes, and ensures Physical Education Department policies are compatible with other academic offerings at Warren Wilson College.
11. Represents Athletics and Adventure Sports in presentations to Board of Trustees, Alumni Board, and prospective parents.
12. Serves as Women's Soccer Coach.
 - ❑ Plans and implements a program that ensures the psychological, physiological, and emotional development of the Warren Wilson College student-athlete.
 - ❑ Schedules intercollegiate contests. Considerations involved in scheduling are travel time, competition between "like" opponents, and realistic physical demands placed on student-athletes.
 - ❑ Plans and implements a systematic recruiting program under the direction of the Dean of Admission and the admission staff.
 - ❑ Tracks student athletes' progress in regards to Warren Wilson College's Triad of Learning: academic, work and service.
 - ❑ Follows the rules and regulations of the athletic department staff as written in the College handbook, and the recommendations of the Athletic Advisory Committee.

WORKING CONDITIONS:

1. Frequent evening and weekend work.
2. Travel required.

QUALIFICATIONS:

1. Three to five years athletic administration experience.
2. An earned Bachelor's degree.
3. A background in college coaching and playing.
4. Excellent communication and organizational skills.
5. Ability to work with diverse constituencies.
6. Understanding the role of athletics at a liberal arts college.
7. A commitment to the college mission.