



# Turtle Mountain Community College

**Holly Cahill**

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## Athletic Director

**Position Title: Athletic Director**

**Contract Term: Seasonal (September – April)**

**Accountable To: President**

**Salary: \$10,000**

### Summary of Position:

#### Minimum Qualifications:

- Bachelor's degree in Physical Education/Coaching, Education or Administration required; Master's degree preferred.
- Good oral and written communication skills.
- Proven positive attitude towards work and people.
- Valid Driver's License required.

#### Job summary:

The Athletic Director plans, implements, and directs the athletic programs in compliance with the rules and regulations of the athletic governing body for Turtle Mountain Community College.

#### Desired Experience/Training/Credentials:

- Ability to objectively evaluate physical performance and mental capabilities related to the intercollegiate athletic program,
- Knowledge of intercollegiate athletics, rules and regulations of athletic associations.
- Effective planning and organizational skills,
- Ability to think "out of the box" and to lead and manage change in a positive and inclusive manner
- Ability to effectively use appropriate technology and equipment.
- Ability to work collegially with all individuals in the tribal college setting.
- Demonstrated commitment to professional development.
- Applicant must be able to pass a drug test and background check.
- CPR/First Aid Certificate
- Successful teaching experience in community college setting with a culturally and academically diverse student population and knowledge of the college's role in higher education is helpful.

#### Job Responsibilities:



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## Athletic Director

- Responsible for team management duties including recruitment, advertising, training, teaching and any support activities that are necessary for student athletes to enjoy successful careers while attending Turtle Mountain Community College.
- Develops, in cooperation with athletic staff, games, schedules, and certified base of game officials.
- Directs preparation and dissemination of publicity to promote athletic events.
- Ensures that all events held in conjunction with the Athletic Department are in compliance with NJCAA.
- Attends rules and coaching clinics as required.
- Prepares and administers intercollegiate budget and provides fiscal overview for the athletic program.
- Submits written proposals, including expected income and expenses, for camps or other athletic activities.
- Maintains an annual inventory record of all athletic equipment.
- Conducts evaluations of performance for coaching staff.
- Ensures ongoing eligibility of athletes; follows and enforces student policies currently in place relevant to athletic participation.
- Coordinates all team travel adhering to prudent budgetary practices.
- Coordinates concessions and other sales at home matches.
- Conducts fund raising events that assist with budgetary needs of the athletic programs.
- Engages student athletes in fundraising activities.
- Ensures that all part time workers at home games are knowledgeable about their role and responsibilities.
- In regard to adverse student incidents that these incidents are investigated and reported immediately.
- Prepares and submits an annual report to supervisor.
- Performs other duties as assigned.

### Key Relationships:

- Reports to the President.
- Develops and maintains a positive working relationship with all coaches and game officials TMCC is associated with.
- Develops and maintains a strong and positive working relationship with all student athletes.
- Develops and maintains a strong and positive working relationship with TMCC employees.

### Term of Employment:



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## Athletic Director

- This position is seasonal and typically runs from September through April, which runs through the AIHEC basketball tournament.
- This position is not full time and is not eligible for benefits.

### Working Conditions:

- Must be able to work long hours.
- Position may be stressful at times.
- Requires travel.

Revised: 4/17, 6/18