



# Turtle Mountain Community College

10145 BIA Road 7  
P.O. Box 340  
Belcourt, ND 58316  
Phone 701-477-7862  
Fax 701-477-7892  
www.tm.edu

**Position Title:** Athletic & Activities Director  
**Contract Term:** 12-month position  
**Accountable To:** V.P. of Student Services  
**Salary:** \$58,204 - \$63,192

**Summary of Position:** The Athletic & Activities Director plays a crucial role in enhancing the college experience for students and employees, promoting healthy lifestyles, and fostering a sense of community and school spirit through athletic and extracurricular endeavors.

## **JOB CHARACTERISTICS:**

**Personal Contacts:** Will interact daily with students, employees and the public. Must be able to develop and maintain a positive working relationship with all coaches and game officials TMCC is associated with, along with student athletes or student organization members.

**Essential Functions:** Must be able to work long hours and have the flexibility to work evenings and weekends. Must be able to travel as needed for athletics and activities.

**Supervision Exercised:** This position supervises the Athletic Coaches.

**Supervision Received:** This position is supervised by the V.P. of Student Services.

## **RESPONSIBILITIES:**

- Develop and implement strategic plans for the athletic and activities department in alignment with the college's mission and goals.
- Provide leadership and supervision to coaches, staff and volunteers within the department.
- Coordinate the scheduling of athletic events, practices, and facilities usage.
- Works with Dean of CTE to schedule use of weight room.
- Develop and manage the department's budget, including allocation of resources for equipment, travel and other expenses.
- Oversee recruitment and retention efforts for student athletes and participants in extracurricular activities.
- Ensure compliance with TMCC policies, as well as state and national athletic association regulations.
- Foster a positive and inclusive environment that promotes good sportsmanship, teamwork and personal development among students.
- Collaborate with other college departments including student services, student club advisors, and facilities management, to support student athletes' overall well-being and success.
- Develop and share a campus-wide wellness committee.
- 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 NIAC.



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- Maintains an annual inventory record of all athletic equipment.
- Processes all Purchase Requisitions for team needs such as gear and equipment, travel for teams, officials, etc.
- Conducts evaluations of performance for coaching staff.
- Ensures ongoing eligibility of athletes; follows and enforces student policies currently in place relevant to athletic participation.
- Lines up game workers for all home games such as concession workers, ticket takers, announcers, etc.
- Conducts fund raising events that assist with budgetary needs of the athletic and student organization programs.
- Engages student athletes in fundraising activities.
- Maintain a calendar of activities and effectively communicate it publicly and post it monthly.
- Organize and oversee all student organizations, including intramural activities, esports and other campus recreation.
- Act as a liaison with leagues.
- Represents TMCC at NIAC and other regionally sponsored meetings.
- Works with Facilities on all custodial and maintenance issues with the gym.
- Schedules gym for all events in the gym.
- Assists in filing the Equity in Athletics Report annually.
- Develops and initiates activities for employees for healthy living.
- Coordinate all activities with VP of Student Services.
- Performs other position related duties as required.

## **JOB REQUIREMENTS:**

**Knowledge:** Knowledge of intercollegiate athletics, rules and regulations of athletic associations.

**Skills:** Excellent communication, organizational and leadership skills.

**Abilities:** Ability to objectively evaluate physical performance and mental capabilities related to the intercollegiate athletic program. Ability to effectively use appropriate technology and equipment. Ability to work collegially with all individuals in the tribal college setting. Ability to manage budgets, develop strategic plans, and make data driven decisions. Demonstrated ability to work collaboratively with diverse stakeholders, including students, faculty, staff, and community members.

## **REQUIRED QUALIFICATIONS:**

- Master's degree in a related field.
- Valid ND Driver's license.
- Must be CPR/First Aid certified.

## **PREFERRED QUALIFICATIONS:**

- Certification in athletic administration or coaching.