

Competitive Sports Coordinator (4136U), Recreation &
Wellbeing - 70519
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238785>

Downloaded On: Jul. 27, 2024 12:21pm

Posted Jul. 26, 2024, set to expire Nov. 4, 2024

Job Title	Competitive Sports Coordinator (4136U), Recreation & Wellbeing - 70519
Department	Recreation & Wellbeing
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Athletics and Recreation Services
Apply Online Here	https://apptrkr.com/5385491
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Job Description

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Competitive Sports Coordinator (4136U), Recreation & Wellbeing - 70519

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Department of Recreation & Wellbeing provides competitive and recreational opportunities for students, faculty, staff and campus affiliated community members. In addition to the 30 sports clubs, the department offers a wide range of recreational activities and state of the art equipment.

Position Summary

Involves instructional or program activities related to recreation, leisure, and fitness in an accredited environment; provides first aid and emergency care as necessary, and responds to user/customer needs. Serves as Coordinator to Esports, Intramural Sports, Sport Clubs, and Martial Arts and provides administrative support to the Office of Competitive Sports.

Application Review Date

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The First Review Date for this job is: 07/08/2024

Responsibilities

- Coordinates the administration to ensure coaches and staff can plan, organize, and implement competitive sports programs that are inclusive, adaptive, and appropriate for individuals with a variety of abilities.
- Supervises employee performance, career development, and adherence to job standards.
- Provides supervision of coach staff, student staff, and programmatic interns.
- Selects, trains and supervises coach staff, student staff and programmatic interns.
- Works with coaching staff, and participants to make appropriate travel plans for a variety of competitions, national events, and tournaments.
- Implements program policies and procedures.
- Assists in planning and supervision of club events and supports on-campus competition with esports, IMs, and Martial Arts.
- Monitors budget and makes budget recommendations to the OCS team for assigned activities/programs.
- Manages operating budgets of 30 sport club teams, including working with club coaches and leaders to monitor the collection of dues, projection of club expenses and revenue, and oversees club fundraising opportunities and approval of purchases.
- Assists with appropriate public relations and promotional programs maintains files, and records and prepares reports as necessary.
- Works with Associate Director of strategic projects to assist with fundraising efforts.
- Reports safety issues to appropriate personnel and recommends improvements.

Required Qualifications

- Ability to use creative problem-solving skills to deliver strong service orientation, program management, sound judgment and decision-making, critical thinking, and develop original ideas, in a varied and challenging environment.
- Client service minded, entrepreneurial spirit and creative thinking.
- Must have demonstrated verbal and written communication skills in the English language.
- Knowledge of and/or can quickly learn campus policies and procedures.
- Experience administering sport programming for individuals of varying abilities.
- Interpersonal skills to interact effectively with people from diverse backgrounds.
- Knowledge of IMLeagues, Fusion, and other industry related software programs.
- Knowledge of program activity and industry best practices.

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- Demonstrated leadership and interpersonal skills and the ability to work effectively across the organization, internally and externally.
- Proficiency in the use of basic computer applications relevant to job duties.
- Red Cross CPR.
- CPR, First Aid, and AED Training Certification.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's Degree in related area and/or equivalent experience/training.
- Minimum two years' experience administering competitive programming on a collegiate level.

Salary & Benefits

This is a 1yr, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a monthly paid, exempt position.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$58,000.00 - \$62,500.00.

How to Apply

- To apply, please submit your resume and cover letter.

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Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

https://apptrkr.com/get_redirect.php?id=5385491&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

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The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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