

**Club and Intramural Sports Coordinator
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=256777>

Downloaded On: May. 9, 2025 6:38am

Posted May 8, 2025, set to expire May 25, 2025

Job Title Club and Intramural Sports Coordinator
Department Athletics
Institution Central Oregon Community College
Bend, Oregon

Date Posted May 8, 2025

Application Deadline 05/25/2025
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Athletics and Recreation Services

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Job Description

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Club and Intramural Sports Coordinator

Position Number: B1203PD

Starting Wage/Salary: \$23.12 - \$24.05/hr plus exceptional benefits

Close Date: 05/25/2025

Primary Purpose:

The Club/Intramural Sports Coordinator is responsible for the oversight of the COCC Mazama fitness facility and surrounding track, field, and tennis courts. This position develops and manages all Intramural sports and recreation activities, including the Fitness Center Attendants, and students

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coordinating Club and IM activities. Responsible for event setup and management, as well as administrative tasks.

Essential Duties and Responsibilities:

Event Management:

- Plan, organize, and supervise the IM Sports activities, leagues, and events.
- Coordinate with Marketing and Public Relations and Campus Services to manage event setup, communication, and organization for races, home games, open play activities, tournaments, and sports league events.
- Develop and promote recreation programs across all four COCC Campuses in collaboration with the Assistant Director of Club/IM Sports.
- Responsible for all communications with IM leagues, as well as participant lists and waivers.
- Proactive oversight of risks associated with IM Sports activities and Mazama daily operations.
- Create marketing materials and promote sports/recreation opportunities on campus to students.

Staff Oversight:

- Assist in hiring and also onboard, train, and provide on-site presence/guidance to Intramural Sports staff and Fitness Center Attendants as needed in promoting and carrying out intramural leagues, special events, and Mazama building operations.
- Manage complex schedules for student employees and IM leagues.

Equipment Management:

- Responsible for the organization of IM equipment.
- Assist in reporting needed facility and equipment repairs to the Assistant Director of Club and IM Sports.
- Oversee and secure Mazama facility at the end of regular opening hours to ensure facility safety.

Administrative Functions:

- Serve as the primary staff member for Mazama operations for the evening shifts.
- Participate in Student Affairs Division Meetings.
- Participate in campus committees, task forces, and hiring committees as approved by supervisor.
- Other administrative duties as assigned.

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Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Must be able to handle a variety of responsibilities, ranging from staff management and safety, with minimal supervision.
- Ability to manage complex schedules.
- Must be able to manage a facility with a large number of users, and ensure a clean and safe environment during evening hours.
- Ability to work independently, manage priorities, and meet deadlines.
- Must be able to oversee Mazama building operation in the absence of the Assistant Director of Club and Intramural Sports.
- Must be able to communicate and interact effectively with a diverse group of individuals, including students, staff, and community members.
- Knowledge of a variety of intramural sport activities and experience administering sport leagues and tournaments (i.e., team sports, singles/doubles activities, special events).
- Ability to effectively plan and conduct events, especially those related to Intramural and Club Sports programs.
- Ability to lift more than 50 pounds on an occasional basis; less than 50 pounds on a frequent basis.
- Ability to work both indoors and outdoors in all types of weather.
- Ability to use software programs and database systems including Microsoft Office Suite, Canva, email, website editing, and basic desktop publishing.
- Must be able to represent the College in a positive, professional manner.

Minimum Requirements:

Education:

- Associates degree

Experience:

- Two years in any of these areas: fitness facility, campus recreation program, college athletics, or sports event management.
- One year of event planning experience.

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Necessary Special Qualifications:

- Current First Aid Card with Current CPR certification or ability to obtain at the College expense within 60 days of employment.

Preferred Qualifications:

Education:

- Bachelors degree with an emphasis in Recreation, Health, Exercise Science, Physical Education, Kinesiology, or related field.

Experience:

- Experience working at a community college.
- Experience overseeing a facility or department with multiple employees on various schedules.

To apply, visit <https://jobs.cocc.edu/postings/11264>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Athletics
Central Oregon Community College

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