

Intramurals & Athletics Support Coordinator (Temp PT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=261314>

Downloaded On: Sep. 3, 2025 11:50pm

Posted Aug. 18, 2025, set to expire Dec. 16, 2025

Job Title	Intramurals & Athletics Support Coordinator (Temp PT)
Department	
Institution	Community College of Allegheny County Pittsburgh, Pennsylvania
Date Posted	Aug. 18, 2025
Application Deadline	Open until filled
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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Intramurals & Athletics Support Coordinator (Temp PT)

Position Title: Intramurals & Athletics Support Coordinator (Temp PT)

Employment Type: Temporary Part-Time

Department: Student Life

Campus: Allegheny Campus

Additional Information:

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Must have reliable transportation, employee may travel to other campuses.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option:Fully In-Person (May be subject to change)

Work Hours:12:00 - 5:00 pm; Hours may vary depending on athletic events.

Job Category: Administrators

Job Open Date: 8/15/2025

Job Close Date:Open until filled

General Summary:The Part-Time Intramurals & Athletics Support Coordinator will lead the

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revitalization and daily management of the intramural sports program at CCAC, while also assisting with general Athletics Department responsibilities. This includes gym supervision, updating schedules, assisting with event operations, and supporting communication efforts like updating athletic director (AD) reports. This position is ideal for someone passionate about student engagement, organized sports, and student development within a community college setting.

Requirements:

- High school diploma or GED required; associate's or bachelor's degree preferred (especially in sports management, education, or a related field).
- Prior experience in intramural programming, sports supervision, or student activities.
- Strong interpersonal, organizational, and communication skills.
- Ability to work flexible hours, including some evenings and weekends.
- Must be able to travel between campuses; valid driver's license required.
- Proficient with email, Microsoft Office, and basic scheduling tools.
- Enthusiastic about student engagement, equity, and inclusive recreation.

Duties:

1. Develop, plan, and implement intramural sports programs across CCAC campuses.
2. Maintain accurate schedules for intramurals and other athletic events.
3. Supervise gym activities and help ensure facility rules and safety procedures are followed.
4. Assist with set-up and coordination of on-campus athletic and intramural events.
5. Update and distribute daily communications for the Athletic Director (AD) and Assistant AD regarding events, schedules, and announcements.
6. Promote student participation through outreach, social media, and flyers.
7. Serve as a point of contact for intramural participants and student-athletes.
8. Assist with recruiting volunteers, team captains, and participants.
9. Track registration and attendance data; compile brief reports for review.
10. Help uphold conduct expectations and ensure an inclusive, respectful playing environment.
11. Travel between CCAC campuses to support programming as needed.
12. Perform other duties as assigned in support of the Athletics Department.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI)

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Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available [here](#).

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1800>

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Contact Information

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

Contact

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Community College of Allegheny County

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