NOTICE OF VACANCY

POSITION-DAYS & WEEKENDS / Reggie Lewis Track & Athletic Center

AM OPERATION COORDINATOR

Non-Unit Professional

Application deadline: June 21, 2015

May 6, 2015

GENERAL STATEMENT OF DUTIES: The AM Operation Coordinator has primary responsibility for ensuring that all track meets are managed consistent with track meets standards through appropriate staff supervision, equipment and supplies utilized in conjunction with the high school, collegiate and elite meets; memberships office is managed, coordination between conferences & non athletic events hosted by the Center set-up in relationship to events as scheduled during his/her shift. The AM Coordinator also serves as the liaison between some vendors to ensure that maintenance and inspection schedule are adhered to in a timely manner.

SUPERVISION RECEIVED: Reports to the assistant director of the Reggie Lewis Center and the director in her/her absence.

SUPERVISION EXERCISED: Membership Coordinator, field house staff, Maintainers and Event staff

Essential Duties:

1. Oversees track meets, seminars and special events with appropriate support staff as assigned during shift. Ensures all required equipment, set-ups and other related needs are properly, professionally and efficiently conducted.
2. Assists in the coordination of tasks necessary to ensure the successful operation of the facility and all scheduled programming during assigned shift.
3. Work closely with assistant director and director of the Reggie Lewis Center, maintenance, PM Operations Coordinator, RCC director of facilities & vendors to ensure appropriate & timely resolutions for facility related matters.
4. Supervises maintenance staff and temporary employees during scheduled shifts; including those assigned to equipment room and field house to ensure appropriate completion of activities.
5. Ensures overall compliance of all administrative policies and procedures as designed in relation to all programming and scheduled activities.
6. Monitors and evaluates special events (and part-time) event supervisor so as to provide input for periodic employee review.
7. Provides feedback and input regarding programming and scheduling activities as requested by RLTAC senior staff.
8. Works closely as part the Center’s leadership team to provide input on events and programs that directly influence daily and future operations of the RLTAC.
9. Oversees the issuance and collections of RLTAC equipment.
10. Vendor relations and the securing of price quotes for material and supplies consistent with state bid laws
11. Inventory management and controls
12. Ensure maintenance schedule for equipment, elevators, and HVAC are completed as scheduled and in a timely manner.
13. Provide oversight to the membership coordinator.
14. Attend internal and external meetings on behalf of the Center as required.
15. Other duties as assigned.

QUALIFICATIONS:
1. Bachelor’s degree required with excellent supervisory experience and track meet management
2. Minimum five years of experience with track and field and athletic as a coach or official.
3. Ability to work independently and as a part of a team.
4. Experience working with and supervising employees
5. Able to interact with many diverse constituencies, agencies and community organizations.
6. Excellent written, oral communication and interpersonal skills required.
7. Sound knowledge of various athletic activities and events management preferred.
8. Ability to work flexible work hours as needed, weekends and evenings.
9. Experience working with membership software
10. Valid Mass Driver’s License.

SALARY RANGE: $48,500 - $57,500 with full benefits.
START DATE: June 2015
APPLICATION DEADLINE: We accept applications until 5 PM on Wednesday May 27, 2015
TO APPLY: Please send a letter of application, resumes and three letters of reference to: jobs@rcc.mass.edu or mail it to:
Search Committee for Operations Coordinator
Roxbury Community College
Human Resources Office
1234 Columbus Avenue
Roxbury Crossing, MA 02120

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action or Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.