



# Example of Athletic Facilities Job Description

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Our growing company is hiring for an athletic facilities. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for athletic facilities

- Sell daily use passes and daily use lockers
- Perform daily fee reconciliation
- Oversight of departments social media outlets
- Oversee the operations of the Customer Service Desks of the Recreation Center
- Monitor Student Staffing Budget (Assist supervisor)
- Maintain First Aid/CPR Instructor Certification and teach Certification Courses to Student Staff
- Event supervision & management of assigned events and groups
- Sport Camp Coordinator, Clinics, and Tournaments which take place in Recreation Center/Arena
- Nights and Weekends are required
- Assist with covering games, practices and intramural activities on nights and weekends

## Qualifications for athletic facilities

- Ability to organize workflow, coordinate activities and prioritize workload
- Associate's degree preferred, bachelor's degree preferred
- Previous work-related skill, knowledge, or experience is required with previous experience in athletics or related field strongly preferred
- Minimum of 2 years experience at the NCAA Division I level

- One to three years' experience in an athletic administration setting or an equivalent combination of education and experience