



faith baptist bible college and theological seminary

JOB DESCRIPTION

Job Title: Sports Information Director / Team Services Coordinator / Summer Maintenance Supervisor

Department: Athletics

Reports to: Athletic Director

EEOC Code: 2

JOB OVERVIEW

The Sports Information Director (SID) / Team Services Coordinator / Athletic Recruiter Admin Assistant / Summer Maintenance Supervisor is responsible for the day-to-day maintenance and updates of the athletic website and social media channels, managing the Eagles NCCAA/MCCC sports information/stats, game-day media operations, game-day stats, and coordinating a variety of services for all Eagle teams relating to uniforms, laundry, and travel. This individual will serve as the Athletic Recruiter Administrative Assistant and Summer Maintenance supervisor.

ESSENTIAL JOB FUNCTIONS

Multimedia

- Produce creative social media content for Eagles Athletics, including game highlights, hype, results, profiles, headshots, team pictures, and marketing materials.
- Responsible for designing and producing visually appealing branded elements for weekly game-day graphics, social media templates, print mediums, and the official athletics website.
- Coordinate the content creation, maintenance, and updates of the Eagles athletic website and social media channels.
- Assist the communications department in developing all athletics marketing material, including posters, schedule cards, game day guides, and ticket sales and promotional flyers to raise brand awareness, increase attendance, generate revenue and maximize fan engagement.
- Work with the Athletic Director and department staff to coordinate the media content for special events.
- Interact with users of the Athletics social media channels by being the voice of the athletics department through timely, professional, and accurate responses to comments, questions, and inquiries.
- Coordinate the interviewing, hiring, onboarding, scheduling, and supervision of all student media staff.

Sports Information General

- Work with the communication's department to write, edit and disseminate department releases, season previews/reviews, and team/player accomplishments.
- Coordinate all aspects of the Eagles athletics website and social media channels, including developing high-quality content, regular updates, and annual changes.
- Design and produce an online media guide for each sport team.
- Serves as the athletics department's media contact, responding to MCCC/NCCAA sport information requests.
- Oversee the inventory, distribution, and maintenance of all communications equipment, including cameras, video cameras, Ipads, and accessories.
- Coordinate, generate, compile and maintain statistical databases for all sports, including archives of player and game statistics, team history, and record books of all athletic teams.
- Hire, train, schedule and supervise student game-day statistical staff.
- Work with the communications, alumni, and other departments to create and promote events for fan engagement, ticket sales, and game-day promotions.

- Schedule and coordinate photo shoots for teams, coaches, and student-athletes, and
- Other duties as assigned by the Director of Athletics.

Sports Information Game Day

- Work with the communication's department to write, edit and disseminate press releases, game reviews, and social media content.
- Coordinate the submission of all post-competition reports to the MCCC/NCCAA, including game results, statistics, and press releases.
- Update the athletic website and social media accounts with pre, in, and post-game stats, stories, and records.
- Travel to MCCC and NCCAA regular season, regional and national events when requested to capture and promote results through relevant platforms and serve as the department representative.

Team Services Coordinator General

- Train, schedule and supervise student team services staff and team student managers.
- Serve as the responsible party for all team game and practice uniforms and towels including verifying inventory and tracking uniforms throughout the season.
- Train, schedule, and assist team managers in the laundering of team uniforms and towels.
- Inventory, order, and organize the athletic laundry facilities.
- Inventory, order, and organize the training room and all relevant supplies.
- Other duties as assigned by the Director of Athletics.

Team Services Coordinator Game Day

- Train, schedule, and assist team managers in packing all uniforms, towels, water bottles and med kits for each team on game day.
- Train, schedule, and assist team managers in the laundering of team uniforms and towels.
- Assess and address any damage to uniforms.
- Inventory uniforms, towels, water bottles and med kits after every event and resolve any issues with missing items.

Summer Maintenance Supervisor

- At times during the summer break, work alongside and supervise the on campus student maintenance staff with various projects as assigned by the director of maintenance.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Reflecting Jesus-like character in all settings.
2. Strong organizational skills.
3. Able to work independently and with minimal direct supervision.
4. Employee relations skills are essential.
5. Knowledge of sports.
6. Ability to handle a variety of tasks with a variety of students and student situations.
7. Well-developed interpersonal and written/oral communication skills, using clear and concise language, with particular attention to tact and professional tone.
8. Willingness and ability to work flexible hours, especially during the sports season portion of the academic year, including many evenings and weekends.
9. Knowledge and understanding of athletic event operation at the collegiate level.
10. Experience working with video editing and graphic design software programs.
11. Experience in website management (writing/editing) and strategic social media platform operation.
12. Experience working with video production and photography elements, including shooting, editing, lighting, and audio.
13. Demonstrated ability to effectively coordinate/organize/prioritize detailed work and meet deadlines while maintaining a positive, effective, and professional approach.
14. Knowledge of Microsoft and Google Office products, Photoshop, Canva, Boxout, and all current social media platforms.
15. Willingness to learn new skills and abilities as necessary
16. Must be physically able to exert up to 20 pounds of force occasionally; and exert up to 10 pounds of force frequently to move objects.

- 17. Visual requirements include vision from less than 20 inches and more than 20 feet with or without correction, color vision, depth perception, and field of vision.
- 18. Must be able to perform the following physical activities: Climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.

PREFERRED EDUCATION AND EXPERIENCE

- 1. Undergrad degree, college diploma, or equivalent combination of education/experience relevant to the above mentioned duties.
- 2. Two to three years of relevant experience or a combination of education and experience working in a collegiate athletic environment or a related area.

SUPERVISORY RESPONSIBILITIES

This position will have up to 15 direct reports.

CONFIDENTIAL INFORMATION

- 1. This position has access to confidential information.
- 2. Before placing a person in this position, a background check is required.

ADA RELATED REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing and hearing: Read documents, computer screen, answer phone, communicate in person				x
Standing and walking			x	
Climbing, stooping, kneeling, and lifting	x			
Dexterity: Utilize phone, typing, and writing				x

NOTE

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

WRITTEN BY

DATE

APPROVED

DATE