

JOB DESCRIPTION

JOB TITLE: Director of Sports and Championships

DEPARTMENT: Sports

REPORTS TO (Title): Assistant Commissioner – Sports and Championships

FLSA STATUS (Exempt or Non-Exempt): EXEMPT

SUPERVISORY RESPONSIBILITY: Limited, if Any

POSITION SUMMARY

The Director of Sports and Championships (Director) manages day-to-day and championship operations within the Sports Department, with specific oversight of designated sports. Additionally, the Director assists with various aspects of the sports programs, including eligibility, compliance, and the playoff program. The Director may represent and speak on behalf of the NCHSAA through presentations at rules clinics, meetings, and conferences, and serve as a liaison for various state and national committees. This person actively participates in activities/events such as rules clinics, press conferences, and other high school athletic programs in collaboration with the Assistant Commissioners of Sports and Championships and other colleagues in the Sports Department.

ESSENTIAL FUNCTIONS

SPORTS AND CHAMPIONSHIPS

- On a daily basis, interprets NCHSAA Handbook Rules and Policies relative to NCHSAA athletic programs; additionally, helps interpret NFHS Rules for selected sports
- Collaborates in management of the playoff programs for all sports as well as participating in the bracketing and seeding of playoff participants
- Assists in coordinating staff and volunteer responsibilities and assignments to achieve efficiency and success in the conducting of Regional and State Championships
- Interfaces with game day officials, teams, coaches, administrators, host sites, representatives, and other affiliated groups with the NCHSAA
- Assists in the management of financial receipts and expenses for Championship and Event Operations staff, as well as travel reimbursement information for participating teams
- Collaborates with the Assistant Commissioners of Sports in the development of the annual budget
- Helps maintain membership data entry forms
- Provides presentations to key stakeholders, as appropriate
- Represents the NCHSAA at clinics, conferences, meetings, etc. as requested

OTHER FUNCTIONS

- Assists the Sports Committee Liaison at NCHSAA Board of Directors meetings
- Assists in review of waiver requests
- Assists with the NCHSAA Awards Program
- Assists with Eligibility Summary Data Collection
- Performs other duties as assigned

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Required: Bachelor's Degree in related field
- Required: Minimum three (3) years of demonstrated experience in education-based athletic setting
- Preferred: Master's Degree in related field; NIAAA Certification (CAA or CMAA)

EQUIPMENT USED

- Desktop/laptop computer (Apple preferred)
- Printers/copiers/fax machines
- Phones
- Projectors and video
- Automobiles

WORKING CONDITIONS

- Daily office environment
- Indoor and outdoor sports venues
- Local, regional, and State conferences
- Statewide travel during certain times of the year may be required

PHYSICAL AND MENTAL REQUIREMENTS

- Medium to Heavy Work: Exerting up to 50 pounds of force occasionally and/or up to twenty pounds of force as frequently as needed to move objects.
- Must be a critical thinker
- Must be able to make sound, difficult decisions under sometimes emotional and stressful conditions

KEY COMPETENCIES

- General knowledge of school athletic program management
- Ability to interpret NCHSAA and NFHS rules and policies effectively and concisely with fairness and consistency

- Sound oral and written communication skills
- Capacity to deliver effective and motivational presentations through public speaking opportunities
- Ability to plan and manage events that aid the organization in meeting its mission and vision
- Detail-oriented with ability to deliver accurate work within established deadlines through excellent time management skills
- Independent judgment and decision-making skills
- Willingness to participate and function in national level settings with other state association colleagues
- Sound knowledge of Microsoft Office Applications

LICENSE

- Must maintain a valid driver's license
- Must pass a background check