



VACANCY ANNOUNCEMENT

Position Title: Director of Athletics and Fitness Center

Position #: 400580

Position Status: Full-Time

FLSA Status: Exempt

Reports To: President

Internal Vacancy Only

The Director of Athletics and Fitness Center is responsible for the day-to-day management and administration of both the intercollegiate athletic programs and the Fitness Center. This individual will oversee the operation and management of the Fitness Center, as well as the coordination of intercollegiate sports, ensuring the delivery of a vibrant fitness and athletic environment that serves students, faculty, staff, and the community. The role includes developing and implementing programs for both the Fitness Center and athletic teams, managing related staff, ensuring facility maintenance, overseeing budgets, and supporting recruitment and fundraising efforts.

This position will work closely with the Vice President of Student Affairs, the President, and other campus leaders to ensure that athletic and fitness activities align with the college's goals and student development objectives. The Director will also be responsible for the management of intercollegiate athletic programs, student-athletes, coaches, and other athletic staff.

DUTIES AND RESPONSIBILITIES:

Fitness Center Management:

1. Oversee the day-to-day operations of the Fitness Center, including equipment management, program design, and user experience.
2. Evaluate student and community fitness-related needs, design programs that meet those needs, and implement programs.
3. Market Fitness Center programs to the campus and surrounding community.
4. Manage and maintain fitness equipment, oversee repairs, and make recommendations for new equipment.
5. Provide customer service training for all Fitness Center staff, ensuring high standards of service.
6. Hire and manage staff for group fitness classes such as Aerobics, Zumba, and Silver Sneakers.
7. Complete and submit required reporting documents for the Silver Sneakers program on required time schedule.
8. Teach a manage all aspects of assigned PED classes (orientations for new students, entering grades for all sections, etc.)
9. Ensure the Fitness Center is clean and well-maintained daily by personnel and staff. Has the overall responsibility for janitorial maintenance of the facilities and equipment to create a clean environment. Maintain cleaning supply inventory and cleaning supply list.
10. Serve as the representative for Fitness Center related issues.

11. Develop, update, and enforce Fitness Center policies, procedures, and rules.
12. Manage the Fitness Center's budget and recommend purchases, upgrades, or changes.
13. Oversee the scheduling of all fitness activities and events, ensuring proper staffing and support.
14. Manage Fitness Center Calendar to ensure all up-coming events are listed and also uploaded to campus calendar

Athletic Program Management:

15. Manage all aspects of intercollegiate athletics, including overseeing coaches and athletic staff for all sports programs (Basketball, Baseball, Volleyball, Soccer, Rodeo, Wrestling, Golf, Softball, etc.).
16. Ensure compliance with NJCAA regulations and eligibility requirements for student-athletes, including eligibility reports and academic progress monitoring.
17. Oversee the recruitment of student-athletes and manage the recruitment process in conjunction with the Enrollment Management team.
18. Coordinate scheduling for athletic events ensuring facilities are reserved and event logistics are handled.
19. Serve as an administrator for home events in conjunction with the Game Day Manager, including managing staff, setup, and take-down of facilities.
20. Organize and manage fundraising efforts to support athletic programs, including camps, corporate partnerships, and other events.
21. Manage athletic insurance claims and ensure compliance with related paperwork.
22. Ensure that all athletic websites are up to date with schedules, scores, rosters, and news, and that game results are reported to the NJCAA.
23. Track and report national and regional honors for athletic teams and student-athletes, ensuring proper eligibility documentation is completed.
24. Collaborate with local agencies, including the City of La Junta, to manage and secure athletic field and facility usage.
25. Assist with the coordination of athletic travel, including transportation and accommodations for national, district, and regional competitions.
26. Oversee academic performance tracking of student-athletes and ensure that they have access to necessary academic resources.
27. Organize meetings and campus tours for prospective student-athletes, ensuring they are well-informed about the college's programs.
28. Perform research on athletic programs as needed or requested.

Staff and Personnel Management:

29. Hire, train, and evaluate all staff for both the Fitness Center and athletic programs.
30. Develop staff schedules and ensure adequate staffing for fitness programs and athletic events.
31. Provide leadership and training for all coaches, ensuring that they are equipped to support student-athletes effectively.
32. Collaborate with the Multi-Media Coordinator and coaches to prepare game programs, promotional materials, and web content.

Facility Management:

33. Monitor and assess the condition of athletic and fitness facilities, ensuring maintenance is scheduled as needed.
34. Ensure that all athletic and fitness spaces are properly equipped and conducive to a safe, competitive environment.
35. Coordinate with the Fitness Center staff to maintain a clean, welcoming environment for all users.

Other Duties:

36. Perform other duties as assigned by the President.

Contact Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited institution in education, management, sports, or a related field
- 3 years of relevant experience in coaching, education, and/or management
- 1 year of NJCAA compliance experience
- Valid Colorado Driver's License

PREFERRED QUALIFICATIONS:

- 3-5 years of experience with NJCAA compliance
- Experience managing staff and budgetary resources
- Knowledge of all types of wellness/fitness equipment
- Experience with the development of wellness programs
- Certified Strength and Conditioning Specialist Certification (CSCS)
- Demonstrated commitment to creating an inclusive environment for student athletes
- Demonstrated experience collaborating with academic programs and faculty
- Experience in providing response and assistance to student-athletes in all types of situations

SALARY:

\$70,000-\$75,000 With an excellent and highly competitive benefits package including PERA retirement, health, vision, dental, life insurance, and sick leave. [Benefit Information](#)
12-month academic year position.

APPLICATION INSTRUCTIONS

For consideration, an applicant's file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – priority will be given to applications received by May 16, 2025

POSITION START DATE:

July 1, 2025

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050

FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

*****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.*****

*****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. *****

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To educate students and provide workforce training that enhances personal and professional growth and encourages all students to become the best version of themselves. .