

Assistant Director of Athletics and Fitness Center  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258087>

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Posted Jun. 10, 2025, set to expire Jun. 29, 2025

**Job Title** Assistant Director of Athletics and Fitness Center  
**Department** Athletic & Fitness Center  
**Institution** Quinsigamond Community College  
Worcester, Massachusetts

**Date Posted** Jun. 10, 2025

**Application Deadline** 06/29/2025

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Administration - Other

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**Job Description**

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**Assistant Director of Athletics and Fitness Center**

**Category:** Professional

**Department:** Athletic & Fitness Center

**Locations:** worcester, MA

**Posted:**

**Closes:**

**Type:**

**Position ID:** 188971

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### **General Statement**

The Assistant Director of Athletics and Fitness Center works as part of the Athletic Center and Athletics Staff, to oversee and to support the functions of the Fitness Center and Intercollegiate Sports. The Assistant Director of Athletics and Fitness Center assists with the administration of the Intercollegiate Athletics Program and coordinates Intramural and Recreation Activities for the students and members. The Assistant Director of Athletics and Fitness Center is Personal Trainer, CPR and First Aid Certified. The Assistant Director of Athletics and Fitness Center works with students and members to enhance their physical and social well-being through fitness in their participation in exercise, sports, and athletics here at Quinsigamond Community College

### **Supervision Received**

The Assistant Director of Athletics and Fitness Center works under the direct supervision of the Director of Athletics & Fitness Center.

### **Supervision Exercised**

The Assistant Director of Athletics and Fitness Center assists in the supervision of the Fitness Center Staff, College Work-Study Students, Coaches, and the Intramural Program Instructors, i.e., Yoga, Circuit Training, and Abdominals.

### **Duties and Responsibilities**

- Supervising the Athletic Center during assigned hours.
- Performing clerical functions for registering Membership Applications.
- Keeping appropriate Membership Records.
- Monitoring the Athletic Center for Security purposes.
- Reporting damaged or missing items to the Director of Athletics and Fitness Center.
- Issuing equipment and assuming responsibility for said equipment.
- Planning, developing, and implementing Intramural Athletic Activities for the diverse College population.
- Monitoring and maintaining Student Portal and Athletic Center web presence.
- Serving as Intercollegiate Athletic Team Coach, as needed, or appropriate.
- Assisting in the hiring, training, and scheduling staff to properly supervise the Athletic Center and attending to and supporting members and coaches.
- Providing direct support to students and members using equipment to ensure maximum benefits and minimum risks to members.

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- Assisting the Director in developing and establishing annual goals to ensure that the athletic programs are consistent with institutional and department priorities and prepares an annual report of the activities which support those goals.
- Recruiting, supervising, and assisting with the evaluation of the Head Coaches.
- Assisting with the scheduling and administration of all athletic events and is responsible for confirming officials, transportation, box lunches, score table personnel, and designating personnel necessary for the program implementation.
- Responsible for livestreaming sporting events.
- Responsible for the care, scheduling, and staffing of the College Mascot, the Wyvern.
- Working directly with the Head Coaches establishing a monthly practice schedule, posting it for all staff and approval from the Director of Athletics and Fitness Center.
- Working with coaches, local high schools, and community organizations to enhance support for athletics, disseminating information and promoting the programs.
- Advertising and promoting the events of the Athletic Center, Programs and Varsity Intramural Sports within the College Community under the supervision of the Director of Athletics and Fitness Center.
- Preparing the student athletes' initial eligibility in accordance with the NJCAA, Conference and College policies and regulations for authorization and sign-off by the Director of Athletics and Fitness Center.
- Assisting in ensuring the proper maintenance and functioning of all Athletic Center equipment.
- Assisting in developing alternative plans to ensure equipment is current and in good working order.
- Responsible for the Athletic Center part-time staffing coverage and schedule.
- Advertising and promoting the events of the Athletic Center and Varsity Intramural Sports within the College Community.
- Monitor Eligibility through BZ registration, J1 Student Athlete Software Information and working with all the software information systems we utilize.
- Actively supporting the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
- Working actively with other areas of the college to ensure a spirit of college-wide collaboration, collegiality, civility, and teamwork. Respecting the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embracing the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Providing flexible, responsive and high-quality service to all, be they students, community, or

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- staff, and continuously assessing processes and procedures and revising accordingly.
- Performing other duties as assigned.

Job Requirements:

**Minimum Qualifications**

- Master's Degree in Athletic Administration, or related field.
- Three to five years (3-5) experience in athletics, fitness, fitness equipment, or related field.
- Experience in planning and implementing fitness programs and/or initiatives.
- Experience managing various teams, coaches, student staff and/or organizations.
- Experience supervising student staff.
- Exceptional Organizational Skills

**Preferred Qualifications**

- Experience running a multi-modality Athletic orientation, Coaches training, and fitness program instructors.
- Experience supervising professional staff.
- Community College experience.
- Excellent computer, oral and written communication skills.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, 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 and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

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Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=188971>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

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