

Intramurals & Athletics Support Coordinator (Temp PT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=261314>

Downloaded On: Aug. 18, 2025 6:28pm

Posted Aug. 18, 2025, set to expire Dec. 16, 2025

Job Title	Intramurals & Athletics Support Coordinator (Temp PT)
Department	NA
Institution	Community College of Allegheny County Pittsburgh, Pennsylvania
Date Posted	Aug. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Student Affairs Administration - Other
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Job Description

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Intramurals & Athletics Support Coordinator (Temp PT)

Position Title: Intramurals & Athletics Support Coordinator (Temp PT)

Employment Type: Temporary Part-Time

Department: Student Life

Campus

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: Allegheny Campus

Additional Information: Must have reliable transportation, employee may travel to other campuses.

Benefits: n/a

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours: 12:00 - 5:00 pm; Hours may vary depending on athletic events.

Salary Grade: N/A

Job Category: Administrators

Job Slot: N/A

Job Open Date: 8/15/2025

Job Close Date:

General Summary: The Part-Time Intramurals & Athletics Support Coordinator will lead the revitalization and daily management of the intramural sports program at CCAC, while also assisting with general Athletics Department responsibilities. This includes gym supervision, updating schedules, assisting with event operations, and supporting communication efforts like updating athletic director (AD) reports. This position is ideal for someone passionate about student engagement, organized sports, and student development within a community college setting.

Requirements:

- High school diploma or GED required; associate's or bachelor's degree preferred (especially in sports management, education, or a related field).
- Prior experience in intramural programming, sports supervision, or student activities.
- Strong interpersonal, organizational, and communication skills.
- Ability to work flexible hours, including some evenings and weekends.
- Must be able to travel between campuses; valid driver's license required.
- Proficient with email, Microsoft Office, and basic scheduling tools.
- Enthusiastic about student engagement, equity, and inclusive recreation.

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Duties:

1. Develop, plan, and implement intramural sports programs across CCAC campuses.
2. Maintain accurate schedules for intramurals and other athletic events.
3. Supervise gym activities and help ensure facility rules and safety procedures are followed.
4. Assist with set-up and coordination of on-campus athletic and intramural events.
5. Update and distribute daily communications for the Athletic Director (AD) and Assistant AD regarding events, schedules, and announcements.
6. Promote student participation through outreach, social media, and flyers.
7. Serve as a point of contact for intramural participants and student-athletes.
8. Assist with recruiting volunteers, team captains, and participants.
9. Track registration and attendance data; compile brief reports for review.
10. Help uphold conduct expectations and ensure an inclusive, respectful playing environment.
11. Travel between CCAC campuses to support programming as needed.
12. Perform other duties as assigned in support of the Athletics Department.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available [here](#).

To view the full job posting and apply for this position, go to:

<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1800>

Contact Information

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

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Contact

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