Event Center Supervisor

Northeastern Junior College in Sterling, Colorado invites qualified persons to apply for the position of Event Center Supervisor. As Event Center Supervisor, the individual will assist the Athletic Director/Event Center Director with the oversight of all Event Center activities (including tickets, concessions, game management, maintenance, scheduling, program development, intramural activities, building supervision, and recreational programming). In addition, this position will be responsible for the administration, planning, direction, implementation and evaluation of all fitness memberships and orientation programs. This is a professional staff position reporting directly to the Athletic Director/Event Center Director.

Questions regarding this position should be directed to Marci Henry, Athletic Director / Event Center Director, at 970-521-6617 or e-mail to: Marci.Henry@njc.edu. For additional information about NJC, see the college web site at http://ww.njc.edu.

Expectations:

- ***Positive attitude*** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspectives; willingness to take risks, work hard, accept responsibility for personal/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- ***Service*** to students through student activities sponsorship and teamwork with peers in college activities, planning and committee responsibilities.
- ***Commitment*** to cooperation, consensus building, collaboration, effective goal-setting and evaluation.
- ***Participation*** in campus organizations and activities.

EVENT CENTER RESPONSIBILITIES:

A. Assist in developing, planning, implementing and controlling events as they relate to the Bank of Colorado Event Center, including, but not limited to: athletic contests, recreational programming for all ages, intramurals, student activities, membership and other activities as assigned by the Athletic Director/Event Center Director.
B. Assist with the development and implementation of all daily operating procedures and policies of the Event Center.
C. Assist Athletic Director/Event Center Director with Event Center facility scheduling in coordination with the campus Facility Coordinator.
D. On call and fill-in Event Center duties as required (dictated by staffing needs).
E. Travel for planning, fundraising, meetings and liaison activities for the Event Center.
F. Assist in offering, administering, planning, directing, implementing, and evaluating all health, fitness and wellness instructional activity programs, including but not limited to Fitness Center Activity Courses.
    1. This responsibility requires preparation and planning, both long-range and immediate; understanding application of sound professional teaching methods; and the development and maintenance of effective student, faculty and community relationships.

2. The Assistant Director and any others who offer these activity programs are expected to be acquainted with and observe practices, expectations, and procedures set out in the Operating Procedures Manual and SBCCOE Policy Manual.

G. Assist with all intramural and/or recreational programming activities including scheduling, supervising, and administration.
H. Responsible for fitness equipment maintenance and maintenance schedule to include payments.
I. Responsible for managing the concession stand to include: staffing and payment of workers, ordering, reports, and equipment maintenance.
J. Specific projects will be assigned by the Athletic Director/Event Center Director that the employee will manage.
K. Other duties include home game administration and Event Center membership management.

Qualifications:

- Bachelor's degree required; major in health, recreation, sports management or related field preferred
- Effective writing and oral communication skills required
- Initiative, leadership, and enthusiasm required
- Prior skills in health assessment, program planning, evaluation, organizational management, and leadership preferred
- Prior experience in setting up personal training programs preferred

Contract specifics:

Position begins as soon as possible. This is a full-time professional-technical appointment. Salary for this position is $23,660. Competitive fringe benefit package is available through SBCCOE.

Application:

Review of complete applications to begin immediately and will continue until position is filled. Complete application packet to consist of:

- Cover letter specifically addressing qualifications and committing to expectations
- Completed NJC application form
- College transcripts from accredited college or university (unofficial copies acceptable during application process)
- Complete résumé
- Release Authorization (for background check)

Request application from and submit completed application materials to: Human Resources Office, Northeastern Junior College, 100 College Avenue, Sterling, CO 80751. Contact Human Resources at 970-521-6661, or e-mail request to: HumanResources@njc.edu or on the website at: http://www.njc.edu/Human-Resources. Faxed applications accepted at 970-522-4945.

Application files not containing the above documentation will not be forwarded to the Selection Committee.

Travel and/or relocations expenses are the responsibility of the candidate and are not reimbursed by the College.

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NOTICE TO ALL APPLICANTS: *Northeastern Junior College prohibits and will not tolerate discrimination or harassment that violates federal or state law, Board Policy 3-120 or Board Policy 4-120. Northeastern Junior College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation. Northeastern Junior College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. et seq.*
For information regarding civil rights or grievance procedures, contact: Title IX Compliance/Equal Opportunity Officer, Tammy Kallsen, Human Resources Director; 100 College Avenue; Sterling, CO 80751; (970) 521-6730 or email Tammy.Kallsen@njc.edu.

It is Northeastern Junior College's procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history and credit check. Employment offers are contingent upon receiving a satisfactory report.

The State of Colorado 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. This law applies to ALL PERSONS HIRED. The State of Colorado also has a direct deposit requirement of all employees. When hired you will also be required to provide correct documentation for direct deposit.

If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR Office listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

All materials received become the property of Northeastern Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

For information regarding the security of Northeastern Junior College, including crime statistics for the Northeastern Junior College campus and surrounding area, please see the Crime Statistics at http://www.njc.edu/Publications. For a hard copy report please contact 970-521-6657.

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College/Community Profile:

Northeastern Junior College, one of 13 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 13,000 residents enjoys easy access to Denver, the Rocky Mountains and the western-agricultural lifestyle. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through 90 majors in associate degree and certificate programs. As a residential campus with six halls accommodating 500+ students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 50 full-time and 25 part-time faculty comprise the teaching staff.

NJC Mission:

"Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities."

member of COMMUNITY COLLEGES OF COLORADO