

Saint Michael's College Job Description

Job Title: Women's Lacrosse, Assistant Coach

Department: Athletics

Supervisor or Manager: Associate Director of Athletics

Date Created: 01/19/2024

Last Revised: 01/19/2024

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- The management of the team is conducted in a manner that is consistent with the mission, philosophy, and goals of the institution and department
- A safe environment exists that ensures the physical and emotional well-being of team members during team travel, practice, and competition
- Mutual respect exists between the coach and team members
- The Assistant Coach has regular communication and is well connected with the Head Coach and team members
- The Assistant Coach collaborates with the Head Coach to recruit prospective student-athletes for the team throughout the year
- All coaches work cooperatively with department members, with a spirit of collegiality and teamwork

Essential Duties and Responsibilities:

- Supports the Head Coach with planning and conducting practices during the season on a daily basis
- Supports the Head Coach during competitions and serves in their absence should the need arise
- Coaches the team members during competitions
- Helps maintain women's lacrosse database in ARMS
- Articulates Saint Michael's College mission and vision as needed
- Counsels student-athletes with a focus on personal development
- Promotes academic excellence and strives for a 100% team graduation rate
- Responds to requests and inquiries specific to the program in a timely manner, from within the department and College as well as outside
- Understands and enforces department, College, and NCAA policies
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Secondary Responsibilities:

- Monitors academic achievement of team members, possibly by regular communication with professors
- Maintains outstanding faculty, administration, alumni, and parent relations
- Conducts fundraising activities to raise money to benefit the program if needed

Major Contacts:

- Athletics department staff
- Students (high school/prep & college)
- Alumni
- Parents
- Community members

Demonstrates Excellence:

- Understands and fully supports institutional decisions that are made in the best interest of the College
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Maintains outstanding relationships within the department that enhance the staff's ability to work as a team
- Establishes exceptional relationships with team members built on mutual respect and healthy communication
- "Goes the extra mile", is willing to step in and help out as needed; makes the extra effort to ensure things get done well
- Possesses excellent interpersonal skills and the ability to respond effectively to a wide range of people in a broad range of relationships and situations
- Exceptional role model
- Prioritizes job responsibilities well, works quickly and efficiently, and recognizes what is most important to the program
- Operates independently, yet also has the ability to work cooperatively with others
- Has an excellent record for timely responses to inquiries from athletic staff/administrators
- Participates in opportunities for professional development by attending conventions or coaching conferences

Education and Work Experience:

- Bachelor's degree
- Minimum of 4 years of collective experience in coaching or collegiate (or higher) sport participation

Analytic Skills:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response

Language and Literacy Skills:

- Reads and interprets a wide range of information. May interpret documents to others
- Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences
- Regularly explains policies, listens to questions, responds, and problem solves
- Speaks to individuals and small groups effectively

Computer/Technology Skills:

- Familiarity with Microsoft Office products

Licenses, Certifications and Other Requirements:

- Familiarity with Microsoft Office products
- Current CPR certification to be renewed annually
- Basic First Aid certification to be renewed every three years
- Successful completion of NCAA Coaches Education Modules on an annual basis
- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Head Women's Lacrosse Coach, the employee is occasionally regularly required to lift and/or move 26-50 pounds.

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CC: FCOE

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Flexibility to work long, irregular hours including evening, weekend, and holiday hours
- Availability for extensive team travel
- Must be able to tolerate exposure to outdoor environment/climate changes
- May be required to drive College vehicles to transport team members to training and/or competition
- Capacity to work effectively with a diverse group of people and in various situations

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.