Saint Michael's College
Job Description

Job Title: Full-time Assistant Coach (m/w Basketball, m/w Hockey)

Department: Athletics

Supervisor or Manager: Director of Athletics and Senior Associate Athletic Director

Date Created: 07/14/05 Last Revised: 07/14/05 FLSA Status: NE

Approved by (print name): ________________________ Signature: ________________________

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 of the Position:
- The Head Coach is assisted with all aspects of the athletic program
- Prospective student-athletes are recruited and opponents are scouted
- 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
- The team is competitive, usually finishing with a .500 or better overall record and/or finishing in the top 50% or better in the conference
- Mutual respect exists between the coach and team members
- The Assistant Coach has regular communication and is well connected with team members
- A year-round program plan is implemented which includes off-season conditioning and individual/team development
- All aspects of the recruitment of potential students are strategically planned and effectively coordinated
- Prospective student inquiries are responded to in a timely manner, top prospects are identified, campus visits are coordinated and regular communication occurs with prospects and the Office of Admissions
- Team members are fully engaged in any department-wide fundraisers, Life Skills programs, and community service projects
- Coach-controlled team expenses are managed within the team budget, are properly accounted for, and are reconciled in a timely manner
- All coaches work cooperatively with department members, with a spirit of collegiality and teamwork

Essential Duties and Responsibilities:
- Helps plan and conduct practices
- Supervises pre- and post-season workout program
- Coaches team during practice and games
- Conducts study halls
- Recruits prospective student-athletes
- Advises and mentors athletes in both the academic and athletic aspects of their College experience
- Makes arrangements for team meals and manages food money
- Provides educational video and scouting for games

Secondary Responsibilities:
- Makes public appearances on behalf of the College
- Monitors academic achievement of team members by regular communication with professors
- Maintains outstanding faculty, administration, alumni, and parent relations
- Conducts fundraising activities to benefit the athletic program

Positions Supervised:
- None
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**Position’s Major Contacts:**
- Athletics department staff
- Students (high school/prep & college)
- Alumni
- Parents
- Community members

**Demonstrates Excellence in this Position:**
- Understands and fully supports institutional decisions that are made in the best interest of the College
- 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
- Prioritizes job responsibilities well, works quickly and efficiently, recognizes what is most important to the department
- 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
- Motivates team to achieve exceptional performance record (80%+ wins and/or top tier of conference)
- Helps individuals or team qualify for post-season play, especially in NCAA Championships
- Participates in opportunities for professional development by attending conventions or coaching conferences and/or publishing books or articles in coaching publications
- Generates substantial admission applications, equal to at least 2.5 times the team roster size
- Inspires academic excellence which is reflected in the team consistently achieving a GPA of 3.0 or better
- Creates substantial support for program through ambitious marketing and community service efforts

**Education and Work Experience Required:**
- Bachelor’s degree
- Minimum of two years as College athletic team member and/or assistant coaching experience is highly desired

**Analytic Skills Required:**
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

**Language and Literacy Skills Required:**
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills Required:**

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Other:
- CAi database for recruiting

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**Licenses, Certifications and Other Requirements:**
- Current CPR certification to be renewed annually
- Basic First Aid certification to be renewed every three years
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy to personally transport team members (Ski, TN, VB, GO, XC) or to use college-owned vehicles for recruiting/other college business

**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 Full-time Assistant Coach, the employee is required to lift and/or move 26-50 pounds.

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 with possible evening, weekend and holiday hours
- Availability for extensive team travel may be required
- Must be able to tolerate exposure to outdoor environment/climate changes

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.