Saint Michael’s College
Job Description

Job Title: Head Coach

Department: Athletics

Supervisor or Manager: Director of Athletics and/or Senior/Associate/Asst. Director of Athletics

Date Created: 07/14/05 Last Revised: 02/27/13 FLSA Status: E

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 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
- Roster size is effectively managed to comply with Title IX and budgetary restrictions
- The team is competitive in the conference and over-all schedule play striving for 50% or better record.
- The individual and team academic record is emphasized and results in a minimum GPA of 3.0 for individual and team
- Mutual respect exists between the coach and team members
- The Head Coach has regular communication and is well connected with team members, usually having at least 3 individual meetings throughout the season to mutually discuss issues and areas for improvement
- 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. Communication with athletics department admissions liaison is done regularly throughout the year.
- 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, Educational Programs, Leadership Development Programs, and community service projects
- Team uniforms and equipment needs are identified, ordered, cared for, and returned in a timely manner
- Coach-controlled team expenses are managed within the team budget, are properly accounted for, and are reconciled in a timely manner
- Non-conference contests, special trips and other program issues are discussed and approved by the administrative liaison prior to commitment
- All coaches work cooperatively with department members, with a spirit of collegiality and teamwork and is a visible member of the college community.

If coach is responsible for recruiting scholarship athletes:
- The Coach is actively engaged in off-campus talent evaluation, both in and out of region
- Each prospective student’s background and talent is scrutinized in depth, resulting in exceptional decision-making with scholarship offers

Essential Duties and Responsibilities:
- Plans and conducts practices during the season on a daily basis
- Designs, conducts and supervises an off season conditioning program
- Coaches the team members during competition throughout the season
- Provides special opportunities for team members by fundraising for and participating in special trips (out of region spring training or international)
- Recruits prospects for the team throughout the year
- Maintains database on CAi software or Scoutware and generates reports as requested
Articulates Saint Michael’s College mission and vision as needed
Counsels student-athletes with a focus on personal development
Responds to requests and inquiries specific to the program in a timely manner, from within the department and College as well as outside
Evaluates referees in a timely manner as requested by conference and supervisor of officials.
Manages and reconciles the coach-controlled team expenses
Attends staff meetings and conference meetings.

Secondary Responsibilities:
May make public appearances on behalf of the College
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

Positions Supervised:
Assistant Coaches

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
Exceptional role model
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 and post-season play.
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 twice the team roster size
Inspires academic excellence which is reflected in the team consistently achieving a GPA of over a 3.0
Creates substantial support for program through ambitious marketing and community service efforts
Receives individual recognition of team members on all conference, all region, All-America or All-Academic teams
Recognized as outstanding coach or team by national organization, conference, or institution as “coach of the year” or similar accolade
Displays good long-range planning skills for the future development of the program

If the coach is employed full-time in Athletics:
Has high visibility on campus through service on committees and attendance at campus functions
The Coach is actively engaged in off-campus talent evaluation, for recruitment of prospective athletes both in and out of region
Exhibits exceptional faculty, alumni and parent relations supported by special programs, events or communication that furthers relationship development
Integrates into the community through extensive community service projects and service on an organization’s board
Holds a leadership position on regional or national committees or with organizations pertinent to coaching
Attends additional scheduled athletics department staff meetings
Involved in the planning of special initiatives for the department (PKLA, NSAO, NSAD, NSAD programs for example)
Demonstrates a strong commitment to a secondary duty within the department to assist with the administrative functions
Implements successful clinics/camps and/or community outreach programs

**Education and Work Experience Required:**
- Bachelor’s degree
- Minimum of 5 years of collective experience in coaching or collegiate (or higher) sport participation

**Analytic Skills Required:**
- 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 Required:**
- 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 Required:**

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Other:
- CAi database for recruiting
- Scoutware for recruiting

**Licenses, Certifications and Other Requirements:**
- Current CPR certification to be renewed bi-annually
- Successful completion of NCAA Coaches Exam on an annual basis
- 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 Head Coach, the employee is occasionally regularly required to lift and/or move 26-50 pounds.
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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
- Coaches of Ski, TN, VB, GO, XC are required to drive College vehicles to transport team members to training and/or competition

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.