

## Saint Michael's College Job Description

**Job Title:** Women's Lacrosse, Head Coach

**Department:** Athletics

**Supervisor or Manager:** Associate Director of Athletics

**Date Created:** 05/16/2013

**Last Revised:** 09/08/2023

***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
- 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
- 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, 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
- The Coach is a visible member of the college community
- Operation of Athletics Summer Camps runs efficiently and smoothly, with good rapport and cooperation with HR, Sodexo, and Residence Life
- Athletics events are conducted in an organized and efficient manner
- 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
- 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 in ARMS

- 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
- Understands and enforces department, College, and NCAA policies at all home athletic events
- Fosters courteous, strong relations and service with all spectators
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- 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:**

- 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
- Oversees the operation of athletic camp programs
- Responsible for publicity, marketing, promotions, and overall evaluation of camp program.
- Handles requests for equipment purchases for camp programs
- Is fiscally responsible in the management of a balanced camp program budget
- Manages camper registrations, collect fees, and send confirmations
- Manages requests for meals, facilities, sports equipment, and housing
- Manages staff payroll
- Facilitates and manages all HR paperwork including W4, I9, and background check for staff
- Reconciles all camp finances by sport camp for final profit distribution to camp directors
- Attends additional scheduled athletics department staff meetings
- Implements successful clinics/camps and/or community outreach programs
- Holds a leadership position on regional or national committees or with organizations pertinent to coaching

### **Positions Supervised:**

- Assistant Coaches

### **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 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
- Participates in opportunities for professional development by attending conventions or coaching conferences
- Generates substantial admission applications
- Inspires academic excellence which is reflected in the team consistently achieving a GPA of over a 3.0
- Displays good long-range planning skills for the future development of the program
- Has high visibility on campus through service on committees and attendance at campus functions
- 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
- Involved in the planning of special initiatives for the department (Block M, PK Classic, NSAD)
- Demonstrates a strong commitment to a secondary duty within the department to assist with the administrative functions

**Education and Work Experience:**

- Bachelor's degree
- Minimum of 3 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.

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.