**Saint Michael's College**

**Job Description**

**Job Title:** Men's Lacrosse Coach

**Department:** Athletics

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

**Date Created:** 6/8/11  **Last Revised:** 6/8/11  **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, 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 Head Coach has regular communication and is well connected with team members and usually having at least 3 Individual meetings throughout the season to mutually discuss issues and areas for improvement
- has individual meetings as scheduled 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
- 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
- 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

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 good 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
- Recruits prospects for the team throughout the year and maintains database on CAi software
- 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, from within the department and College as well as outside
- Manages and reconciles the coach-controlled team expenses
- Attends staff meetings as scheduled
Secondary Responsibilities:
None

Positions Supervised:
• Assistant Coach (up to 2)

Position’s Major Contacts:
• Athletics department staff
• Students (high school/prep & college)
• Alumni
• Parents
• Community members
• Athletic Facilities Director
• Equipment Manager
• Office Administrators in Athletics department
• Human Resources Department

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 (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
• 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
• Displays strong verbal and written communication skills
• Multi-tasks well, with the ability to delegate effectively to students and other staff members
• Manages budget with fiscal responsibility and the ultimate good of the College in mind
• Organizes an effective work plan on a daily, weekly and monthly basis
• Interacts in a positive, constructive manner with a variety of College community members

Education and Work Experience Required:
• Bachelor’s degree or equivalent combination of education and experience

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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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 Men’s Lacrosse Coach, the employee is occasionally regularly required to lift and/or move 10-25 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
• Flexibility to work long, irregular hours with possible evening, weekend and holiday hours
• 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.