

**Saint Michael's College
Job Description**

Job Title: Head Coach Rugby

Department: Student Government Association-Club

Supervisor or Manager: Director of Student Activities/ Associate Dean of Students

Date Created: 06/26/2019

Last Revised: 09/17/2024

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 Head Coach has regular communication and is well connected with team members.
- All coaches work cooperatively with department members, with a spirit of collegiality and teamwork.

Essential Duties and Responsibilities:

- Plans and conducts practices during the season
- Coaches the team members during competition throughout the season
- 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
- 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.

Positions Supervised:

- Assistant Coaches if applicable

Major Contacts:

- Athletics department staff
- Student Activities
- Students
- Alumni
- Parents
- Community members

Demonstrates Excellence:

- 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
- 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
- Motivates team to achieve exceptional performance record and post-season play.
- Helps individuals or team qualify for post-season play
- Receives individual recognition of team members on all conference, all region, All-America or All-Academic teams

Education and Work Experience:

- Bachelor's degree or equivalent combination of education and experiences
- 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:

- May interpret documents to others. 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:

- USAR Level 200 coaching certification
- 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.

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 may be required to drive College vehicles to transport team members to training and/or competition

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CC: FCOE

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.