

Saint Michael's College
Job Description

Job Title: Head Coach/Nordic Ski

Department: Athletics

Supervisor or Manager: Associate Director of Athletics

Date Created: 07/14/2005

Last Revised: 03/17/2025

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 Nordic team is conducted in a manner that is consistent with the mission, philosophy, and goals of Saint Michael's College and Athletic 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 departmental expectations
- 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
- 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 events, 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, training camps 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 are visible members of the college community

Essential Duties and Responsibilities:

- Plans and conducts practices during the season on a daily basis
- Coaches the team members during competition throughout the season
- Recruits prospects for the team throughout the year and maintains database on ARMS 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
- Attends staff meetings on a monthly basis
- Promotes academic excellence
- 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
- Serves as an event management for competitions in their non-Championship segment
- In collaboration with the Head Alpine Coach, supervise the Kelley Ski Center.

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 raise money to benefit the program

Positions Supervised:

- Assistant Coach

Major Contacts:

- Athletics department staff
- Students
- Prospects
- Alumni
- Parents
- Community members

Demonstrates Excellence:

- Understands and fully supports institutional mission
- 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 that enhance the team's recruiting efforts and alumni relations
- Prioritizes job responsibilities well, works quickly and efficiently, recognizes what is most important to the department
- Operates independently, yet also has the ability to create a great working environment with others
- Motivates team to achieve outstanding success athletically and academically
- Participates in opportunities for professional development by attending conventions and/or coaching conferences
- Is appropriately visible on campus to faculty and staff
- Creates great opportunities for the team through active membership in fundraising activities

Education and Work Experience:

- Bachelor's degree
- Requires at least 5 (five) seasons of coaching Nordic skiing at the collegiate, professional, or Olympic level (club coaching will be considered). Experience competing as a Nordic skier at the collegiate, national, or Olympic levels will count towards this requirement.

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
- ARMS database for recruiting

Licenses, Certifications and Other Requirements:

- Must hold a US Ski and Snowboard L100 coach's certification
- Current CPR certification to be renewed regularly
- Current Basic First Aid certification to be renewed regularly

- Must meet driver's eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy to personally transport team members 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 Nordic Ski, 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:

- Demonstrated technical knowledge of Nordic ski training, technique, and competition
- 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.