## Head Women’s Soccer Coach, Adjunct ESS Instructor, and Coordinator of IM/REC sports

<table>
<thead>
<tr>
<th>Department:</th>
<th>Athletics</th>
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<tbody>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Grade/Level:</td>
<td>N/A</td>
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<tr>
<td>Work Schedule:</td>
<td>M-F; 8:30 a.m. to 5:00 p.m.; including evenings, weekends, and holidays as needed; 10 Months (August-May).</td>
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### Job Status: 1.0 FTE
### Reports To: Athletic Director
### Amount of Travel Required: up to 40%
### Positions Supervised: Assigned Assistant Coaches, Student Workers.

### POSITION SUMMARY:
Provides overall leadership and management for the intercollegiate women’s soccer program, coordinates IM/REC sports and teaches agreed upon course(s) in ESS academic program.

### ESSENTIAL FUNCTIONS (Duties and Responsibilities):

#### Reasonable Accommodations Statement
Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)
- Directs all components (i.e. student-athlete participation, coaching/instruction, scheduling, fiscal management, supervision, and related administration) of the intercollegiate women’s soccer program.
- Teaches a full time equivalent of two (2) credit course load for the year.
- Coordinates the colleges IM/REC sports programs.
- Prepares, implements and administers the women’s soccer program’s entire operational budget, to include management of receipts and allocated funds.
- Manages (either independently or in conjunction with the Equipment Coordinator) the equipment needs of the soccer programs by:
  - Facilitating the purchase of sport specific equipment, utilizing the “best buy” principle.
  - Ensuring proper storage, inventory, and replacement of work-out and sport specific equipment. Coordinates the laundry needs of practice and game uniforms in cooperation with Aramark.
  - Distributing and facilitating return of sport specific equipment following established guidelines.
- Manages specific facility needs (either independently or in conjunction with the Coordinator of Facilities) by:
  - scheduling and managing specific facility needs for his/her specific sport;
  - adhering to game day set-up and NCAA and SCAC contest guidelines;
  - communicating to team participants the expectations of care and cleanliness of dressing facilities;
• communicating and following up on specific needs to and with the Austin College physical plant;
• reserving all facilities needed for program use;
• adhering to the policies and procedures of the athletic department in regard to using, sharing and securing all facilities.
• Schedules and coordinates transportation, lodging, and meals for travel as well as provides communications, itineraries, travel squads and rosters to faculty and staff as needed in cooperation with the Administrative Assistant
• Maintains and verifies rosters of NCAA, SCAC, and institutionally eligible student athletes in collaboration with the Director of Athletics, faculty representative, registrar, athletic trainer and administrative assistant,
• Coordinates training facilities and resources with the Athletic Trainer, ensuring adherence to the training policies and procedures.
• Provides rosters and pre/post-game information to include statistics, performance, and results to the Sports Information Coordinator for the publicity of the program.
• Develops and implements an effective recruiting strategy to promote a competitive roster for the women’s soccer team. Works in conjunction with the Admissions staff to ensure selection of appropriate student athletes.
• Provides written notification to the Athletic Director concerning sportsmanship or injury, e.g., ejections, severe warnings, injuries requiring medical attention, suspensions or probations.

Other Job Function Statement(s)
• Participates in alumni events, recruiting activities, and other departmental functions as needed.
• Advises team members in academic, disciplinary and personal matters, when appropriate.
• Returns all rental vehicles
• Performs other duties as assigned by the Athletic Director and/or Vice President of Student Affairs and Athletics.

POSITION QUALIFICATIONS: (The minimum knowledge, licenses, certifications, skills, abilities, and behaviors necessary to perform the essential functions.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through education, experience, training, licensure, certification, or through a combination of the aforementioned.)

Minimum: Bachelor’s degree from accredited institution in physical education, exercise & sport science or related field. Five years related experience.

Desired: Experience working at the NCAA Division III and/or Southern Collegiate Athletic Conference levels.

License(s) or Certification(s)
Current certification in first aid. Cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use from accredited licensing body (ex. Red Cross, American Heart Association).

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform each essential duty.)

To perform each essential duty, an individual must:
• effectively and efficiently utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to perform essential functions;
• exhibit strong collaborative and organizational skills;
• effectively apply knowledge of Austin College academic programs and eligibility standards;
• communicate effectively using a variety of styles and techniques appropriate to the audience.

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform each essential duty, an individual must have the ability to:

• travel, work evenings and weekends;
• comply with policies and procedures of Austin College, the Athletic Department, as well as, the requirements and standards of NCAA Division III and the Southern Collegiate Athletic Conference athletic governing bodies;
• work effectively under pressure while maintaining a professional demeanor;
• maintain confidentiality regarding sensitive matters;
• make objective decisions timely and effectively;
• support and endorse the academic program and the highest level of achievement for each student-athlete;
• serve as a positive ambassador of his/her program, the athletic program, and Austin College to all constituents (e.g. parents, alumni, staff, faculty, media, and other coaches);
• establish and maintain cooperative employee, donor, or College friend relationships;
• exude confidence and optimism and to quickly recover from setbacks or disappointments;
• model high standards of sportsmanship, honesty, integrity, trust, and ethics and expect the same from others;
• maintain valid driver’s license;
• successfully complete and pass NCAA Division III rules test on a yearly basis.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

To perform each essential duty, the following must be demonstrated:

• Service Orientation - Exhibits a ‘customer friendly’ demeanor with internal and external students, athletes, students, faculty, staff, parents and outside community members.
• Communication Skills - Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions. Communicates regularly with Athletic Director and others as needed or requested.
• Teamwork - Willingness and ability to work with others. Encourages and models support of programs other than own.
• Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
• Leadership Skills - Displays effectiveness in communication, motivation, and directing others’ work.
• Planning Skills - Plans and organizes work effectively by setting goals, prioritizing tasks, and evaluating progress.
• Fiscal Management - Demonstrates sound fiscal oversight through budgeting, managing accounts, and controlling expenses.
• Cooperation with individuals supervised - Listens to suggestions or complaints, displays sensitivity, and is approachable.
• Conflict Resolution Skills - Exhibits skill in addressing and resolving workplace conflicts.
• Mentoring Skills - Encourages and coaches staff/volunteer(s) in a positive manner and fosters staff development.

PHYSICAL REQUIREMENTS:
The following represent the physical requirements of the essential job functions. Frequent standing, walking, reaching, kneeling, and bending/stooping. Occasional lifting/carrying, pushing/pulling, of equipment up to 50 lbs. Finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing.

WORK ENVIRONMENT:
Work environment prior to and during soccer season will generally be outside with occasional exposure to extreme (hot or cold) weather conditions. Work environment during off-season will often be an office with moderate noise and foot traffic.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: ______________________________ Date: ______________

Supervisor Signature: ______________________________ Date: ______________

Executive Signature: ______________________________ Date: ______________