



## Head Men and Women's Water Polo Coach, and (Departmental assignment TBA)

**Department:** Athletics  
**FLSA Status:** Exempt  
**Grade/Level:** N/A

**Job Status:** 1.0 FTE  
**Reports To:** Athletic Director  
**Amount of Travel Required:** 30-40% (contests & recruiting)

**Work Schedule:** 10 Month Contract August 1 through May 31; Evening and Weekends as Sports Schedules & Recruiting Dictates

**Positions Supervised:** None

### **POSITION SUMMARY:**

Provides overall leadership and management for the intercollegiate men and women's water polo program, additional responsibility within department. (Teaching, Facilities team)

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

#### **Reasonable Accommodations Statement**

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

#### **Essential Functions Statement(s)**

- Provides supervision for all participants of the men water polo program.
- Directs all components (i.e. student-athlete participation, coaching/instruction, scheduling, fiscal management and related administration) of the intercollegiate water polo program.
- Secondary assignment in department.
- Teaches a full time equivalent of two (.5) credit course load for the year.
- Informs in written form all matters concerning sportsmanship or injury. (ejections, severe warnings, injuries requiring medical attention, suspensions or probations)
- Prepares, implements and administers the water polo program's entire operational budget.
- Manages (either independently or in conjunction with the Equipment Coordinator) the equipment needs of the water polo 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.
  - Communicating and following up on specific needs to and with Aramark.
  - Setting and returning 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.
- Works closely with the Administrative Assistant to schedule and coordinate transportation, lodging, and meals for travel.
- Works closely with the Administrative Assistant regarding the communication of schedules, travel squads, itineraries, and roster management to faculty and staff.
- Returns all rental vehicles, receipts, and allocated funds.
- Works closely with the Director of Athletics, faculty representative, registrar, athletic trainer and administrative assistant regarding the eligibility of student-athletes.
- Works closely with the Athletic Trainer for the coordination of the training facilities and resources, ensuring adherence to the training policies and procedures.
- Works closely with the Sports Information Coordinator for the publicity of the program.
- Participates in alumni events, recruiting activities, and other departmental functions as needed.
- Develops and implements an effective recruiting strategy to promote a competitive roster for the men and women's water polo team. Works in conjunction with the Admissions staff to ensure selection of appropriate student athletes.
- Informs the Athletic Director, in writing, all matters concerning sportsmanship or injury. (ejections, severe warnings, injuries requiring medical attention, suspensions or probations.)

#### **Other Job Function Statement(s)**

Advise team members in academic, disciplinary and personal matters, when appropriate.

Performs other duties as agreed upon by Athletic Director and/or Vice President of Student Affairs and Athletics.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

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

Bachelor's degree in physical education, exercise & sport science or related field. Five years related experience. Knowledge of and full compliance with requirements of Austin College academic programs and eligibility standards. Knowledge of and full compliance 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.

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

Valid Drivers License. Successful completion of the NCAA Division III rules test on a yearly basis. Current certification in first aid, Cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AEC) use.

**SKILLS** (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, 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 fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- 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 College Water Polo Association athletic governing bodies;
- work effectively under pressure while maintaining a professional demeanor;
- maintain confidentiality regarding sensitive matters;
- work with or deal effectively with all levels of employees and the public;
- 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 sportsmanship at all times and expect the same from others;
- model high standards of honesty, integrity, trust, and ethical

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

To fully meet job expectations, 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 should represent the physical requirements of the essential job functions: Physical activities required are the ability to swim in order to demonstrate participation in the sport of swimming; finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 50 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:** Typical environment is an office setting with moderate noise and swimming pool and outdoor environments in a variety of climate conditions and noise levels.

**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: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_