



ASSISTANT FOOTBALL COACH - COORDINATOR

Department: Athletics
FLSA Status: Exempt

Job Status: 1.0 FTE
Reports To: Head Football Coach

Grade/Level: N/A
Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.
Weekend and evenings as needed. 12 month position.

Amount of Travel Required: 30-40%
Positions Supervised: Assigned assistant coaches and student workers

Supervision received: Head Football Coach and Director of Athletics

POSITION SUMMARY:

Serves as coordinator (Offensive or Defensive). Teaches .25 credits per year. Serves as game day administrator for spring sports. Performs essential functions personally or in conjunction with designated personnel or outside vendors/experts.

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) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Serves as Assistant Coach Coordinator – develop and implement the offensive or defensive game plan as directed by the head coach. Coaches assigned positions:

Performs other football program administrative duties.

Develops and implements football recruiting plan.

Organizes and coordinates on-campus recruiting activities.

Teaches equivalent of .25 credits per year as assigned by department chair of Kinesiology.

Serves as member of *Game Day Administrator* team for winter and spring contests.

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Perform other duties as requested.

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.**)

Minimum: Bachelor's degree in kinesiology or related field and three years of related experience in coaching football.

Desired: Experience within the NCAA, Division III and residential liberal arts.

LICENSE or CERTIFICATION: First aid and CPR certification.

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, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the 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 inform or persuade the intended 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, the incumbent must have the ability to:

- maintain regular and consistent attendance;
- travel;
- work evenings and weekends;
- thoroughly understand and 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;
- 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 ethics
- demonstrate oral and written skills;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects.

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 incumbent must demonstrate the following:

- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external student 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: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, hearing, using fingers, hands, arms, and legs, moving whole body to include: lifting (up to 50 lbs), balancing, walking, stooping, and handling of appropriate equipment.

WORK ENVIRONMENT: Work environment prior to and during the 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: _____