



JOB DESCRIPTION

JOB TITLE: Shooting Sports Coach

REPORTS TO: Academic Agriculture Division Chair & Dean of Students

STATUS: Full time, Exempt (Coaches as Exempt Teachers [29 C.F.R. 541.303])

LENGTH OF EMPLOYMENT: 10-month temporary position (August - May)
(Assignment may be split into 2-semester segments)

JOB OVERVIEW:

The Shooting Sports Coach's primary duties are to:

1) (45%) Perform administrative functions directly related to the development of students participating in Connors State College's intercollegiate Sports Shooting Program. Perform professional and administrative coaching duties directly related to Sports Shooting during contest and practices. These duties shall be performed with a clear understanding of, and commitment to, the mission of the College, as well as the ACUI Association of College Unions International rules and regulations.

Perform Coaching duties, competition registrations, schedules, event promotions, recruiting, fundraising, community involvement, and social activities for students.

2A) (35%) Teach undergraduate academic courses e.g., Shooting Safety (Shooting Team), Intro to Archery, and other accredited classes to CSC Students as required. Educate and develop students on the shooting team. These teachings include academic advising/tutoring, firearm fundamentals, and shooting techniques, film study, special practice sessions and competitive growth opportunities.

Additionally, for student athletes that are also student-workers under the Coach's tutelage; the nurturing and development expands to include all aspects of the Sports Shooting team including but not limited to, team management, including field maintenance and support, etc.

28) (20%) Perform manual work while directing student athletes/workers in duties that are primarily in support of academic Sports Shooting, and CSC's agriculture division, e.g., facility-field prep, and equipment maintenance and storage.

DUTIES AND RESPONSIBILITIES:

- Provide 2-4 hours of classroom instruction each semester.
- Assist with scouting and recruiting of team members and keep scholarship awards for the team current with financial aid officers.
- Properly educate & instruct student athletes on proper sport fundamentals during individual practice sessions
- Maintain all equipment and property in proper safe working order. Responsible for shooting range-facility maintenance and appearance.
- Work within CSC campus security policy in keeping guns secured on campus.
- Organize and conduct a weeklong shooting tournament for Oklahoma FFA chapters at the south ranch shooting facility.
- Serve as organizer and sponsor of the CSC Quail and Pheasant Club and associated responsibilities.
- Support CSC academic policy regarding timely accurate reporting of student mid-term and final grades for the classes that you are the instructor. Also, support for grade-check request of team members, and tutor student athletes during study hall as necessary.
- Participate in the organization of team pictures and press releases. Post team results and activities on shooting sports social media.
- Communicate regularly with team members regarding activity calendars, contests, practice schedules, set coach expectations, etc.
- Manage trips by reserving vehicles and rooms. Plan and chaperone travel for the shooting sports team to competitive events for the semester.
- Operate program within guidelines/procedures established by all governing agencies
- Communicate with the shooting team governing board regarding team activities, grant monies, transcripts, et al.
- Plan and supervise practices on Tuesdays and Thursday afternoons during the semester
- Maintain proper conduct of team members on and off-campus
- Maintain purchasing records and be responsible for budget while following CSC Business Office protocol when ordering equipment and supplies.
- Performs other duties as assigned by Academic Agriculture Division Chair & Dean of Students

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal communications skills, lecture capabilities
- Must possess the knowledge necessary to effectively compete in competitions.
- Must be able to help players develop shooting skills as needed
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/ EXPERIENCE REQUIRED:

- Bachelor's degree preferred
- High school or college-level playing or coaching

SPECIAL REQUIREMENTS:

- Must be able to work a flexible schedule
- Must be able to travel as needed
- Must be capable of extensive work in an outdoor environment

LOCATION: Warner Campus

SALARY RANGE: \$19,000 - \$22,000

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____