



JOB DESCRIPTION

JOB TITLE: Head Coach Men's and Women's Soccer

REPORTS TO: VP for Student Affairs/Athletic Director

CLASSIFICATION: Admin III

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

LENGTH OF EMPLOYMENT: 10-month continuing position

JOB OVERVIEW:

The Head Men's and Women's Soccer Coach's primary duties are to:

1) (45%) Perform administrative functions directly related to the development of student athletes participating in Connors State College's intercollegiate Soccer Programs. Perform professional and administrative coaching duties directly related to Soccer during athletic 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 NJCAA and Oklahoma Collegiate Athletic Conference rules and regulations. Supervise Assistant Coach's duties; manage the completion of competition schedules, game event promotions, recruiting, fundraising, community involvement, and social activities for student athletes.

2) (55%) Teach undergraduate academic courses and other accredited classes to CSC Students as required. Educate and develop student athletes within their sport. These teachings include academic advising/tutoring, imparting strength, soccer fundamentals, and fitness training techniques, film study, special workouts, 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 sport including but not limited to, team management, etc.

DUTIES AND RESPONSIBILITIES:

- Teach undergraduate academic courses each semester and during summer as required.
- Conduct team strength training during "on" and "off" season to athletes.
- Educate & instruct student athletes on proper sport fundamentals during individual workout sessions and during film study.
- Tutor student athletes during study hall sessions
- Provide work-out instruction and guidance to fitness center attendees
- Plan and supervise effective practices for student athletes
- Operate a program within guidelines and procedures as established by all governing agencies

- Maintain proper conduct of team members on and off-campus
- Maintain fiscal responsibility of program, remaining within budget and following Business Office protocol
- Maintain all equipment and athletic property in proper manner
- Communicates effectively, supports and cooperates with the Athletic Director and VP for Student Affairs in establishing and conducting a quality athletic program
- Performs other duties as assigned by Athletic Director or VP for Student Affairs
- Maintain field conditions to support activities.

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:

- Ability to develop a winning soccer program
- Ability to recruit quality student athletes
- Ability to teach the fundamentals of the game
- Ability to fundraise and promote programs in the community
- Demonstrated ability to monitor academic progress and graduation rates
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/ EXPERIENCE REQUIRED:

- Bachelor's degree required; Master's preferred
- Successful high school or college coaching experience

LOCATION: Warner Campus

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

SIGNED: _____ **DATE:** _____

09.20.16