



Job Title: Athletics Coach

CLASSIFICATION DESCRIPTION

Department: Athletics

Pay Grade: 108

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for overall direction of an assigned area within the College's intercollegiate set of programs, including: planning, leading, coordinating, and evaluating all assigned athletic programs and functions; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards; ensuring athletes meet academic standards; and educating athletes about additional education, career, scholarship and financial aid opportunities.

This position may serve as the Head Coach who is expected to serve as the public face of the program, creating and maintaining a positive public image while recruiting and training student-athletes to compete at the highest level possible. This position must also lead and maintain a program through recruiting, on-court/field teaching techniques, scheduling, monitor academic progress, budget management, fundraising, as well as promoting the sport throughout the University and local community. Being a Head Coach means having a strong working knowledge and understanding of all NJCAA/FSCAA rules and regulations regarding compliance issues. Any violation of a conference or NCAA regulation, FSCAA regulation, or University policy, could cause dismissal of a participant or staff member.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Provides oversight for the assigned College's intercollegiate and other athletics programs, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and/or standards.
- Manages and coordinates staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Instructs student athletes on specific sporting skills on an individual and/or team basis, both on the practice field and in the classroom, which includes: determining most appropriate teaching method; providing athletes with adequate information on workouts,

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cross training, collegiate regulation compliance issues, and other applicable items; facilitating drills; reviewing videos; evaluating performance; and performing related duties.

- For assigned sports areas, schedules practices and games; orders uniforms and equipment; schedules travel which includes meals, transportation, and accommodations for away games; schedules umpires/referees and field preparations for home games; and runs workout/conditioning sessions.
- Scouts athletes for athletic programs; recruits student athletes and determines the academic probability of a student's success by evaluating academic credentials, performance, and personality; offers scholarships to student athletes when probability of success meets specified criteria.
- Keeps individual and team statistics and records as required; updates information on web page.
- Provides academic guidance to assigned athletes; fosters academic excellence in teaching and learning; and arranges tutors as needed.
- Evaluates skills and abilities of players to maximize performance.
- Responsible for maintaining appropriate team conduct;
- Engages in public relations and community outreach activities, including sponsorship and fundraising activities, which includes: participating in community sporting activities; soliciting funds and sponsorships from local businesses, alumni, and community members; and performing related activities.
- Monitors an assigned budget; manages financial expenditures for assigned athletic program.
- Serves the College through any of the following: (a) committee membership, (b) curriculum development, (c) development of innovative instruction, (d) sponsorship of student organizations, (e) representation of the College in professionally related community activities, and (f) special projects.
- Supports College extracurricular functions.
- Maintains currency in teaching field(s) through professional development and scholarly activities.
- May direct and supervise the activities of assigned team employees.
- As Head Coach, may ensure compliance with all required FCCAA and NJCAA rules and regulations and attend meetings of the FCSAA and the region 8 NJCAA athletic directors; may be responsible for federal and state reporting requirements; may serve as the Compliance Officer and handle paperwork requested by other institutions; participated inhering/evaluating and supervising of coaches/staff; may oversee athletic promotions and fund raising; and may make decisions regarding eligibility and discipline using College, NJCAA, and FCSAA guidelines and ensures that rules, regulations, and policies are adhered to.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree (master's degree preferred) in a field related to assigned area; seven (7) years of successful experience in professional, college and/or high school coaching in area of responsibility; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Budgeting principles;
- Public relations principles;
- Considerable knowledge of the type of sport assigned;
- Managerial principles;

- Athletic principles;
- Sporting skills in assigned area of responsibility including specific rules of games;
- Principles associated with nutrition, training, biomechanics, and body types;
- Instructional methods;
- Collegiate athletics rules, regulations, and requirements; and
- Computers and related software applications.

Skills in:

- Leadership;
- Instructing student athletes on skills and strategies in assigned athletic area;
- Evaluating athletic facilities for safety and maintenance requirements;
- Evaluating athlete strengths and weaknesses;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Mentor others;
- Coach and lead a team;
- Monitor and evaluate the work of employees;
- Prioritize and assign work;
- Apply College rules, regulations, and requirements; and
- Implement public relations initiatives.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	X

Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays. Work may require some travel.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be exposed to blood and other bodily fluids as well as extreme temperatures.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be

required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.