

JOB TITLE: Head Coach Women's Soccer

DEPARTMENT: Athletics

LOCATION: Union Campus

REPORTS TO: Athletic Director

FLSA:

LEVEL:

DATE: 12/02/2024

POSITION SUMMARY: Responsible for recruiting, coaching and general management of the women's intercollegiate soccer teams.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Bachelor's Degree minimum, Master's Degree preferred; coaching experience preferred at the intercollegiate level with a level of coaching licensure from the United Soccer Coaches Association or United States Soccer Federation.

ESSENTIAL TASKS:

- Recruit 25+ student athletes on an annual basis
- Organize and run team practice sessions.
- Schedule intercollegiate games and scrimmages.
- Arrange for team transportation and travel in cooperation with Athletic Director and Athletic Secretary.
- Develop and manage team budget in cooperation with Athletic Director.
- Purchasing and management of equipment pertaining to team.
- Supervise and plan team fund raising activities.
- Supervise student athletes' academic progress.
- Track all student athletes in athletic department with study hour completion in learning center.
- Supervise assistant coaches.
- Uphold all college and NJCAA policies and procedures.
- Promote a positive image of East Central College to the community.
- Assist student athletes in the transfer process.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.
- Assist with field management
- Conduct annual youth camps.
- Optional teaching duties in the physical education department.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, an standards in a safe and efficient manner, with minimal supervision.

COMMUNICATION and LEADERSHIP SKILLS: Comply and enforce policies, procedures, and instructions; ability to communicate diplomatically, clearly and effectively both verbally and in writing; ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members; ability to communicate effectively with a variety of people, including employees, students, parents, and the general public; well-developed public speaking and presentation skills; effective telephone skills.

KNOWLEDGE, SKILLS AND ABILITIES:

College: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; knowledge of college policies, procedures, and practices; ability to perform all essential functions using safe work methods and following safety regulations relating to job; understanding of and commitment to the community college philosophy and mission; knowledge of the Family Educational Rights and Privacy Act (FERPA); budget management skills.

Departmental: Knowledge of NJCAA policies and procedures; knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; a neat appearance and appropriate apparel are required.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, etc.; office machines such as telephones, fax machines, or copiers; ability to use lawn mowing equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily outdoors along with office or classroom environment with exposure to temperature changes, noise, dust or chemicals; responsibilities involve evening and weekend work.

Physical: Primary functions require sufficient physical ability and mobility within campus facilities and game locations; occasionally required to sit; regularly lift, carry, push, and/or pull up to 20 pounds; to verbally communicate to exchange information; and requires frequent travel to game locations.

Vision: See in the normal visual range with or without correction.

POSITIONS SUPERVISED: Assistant coach for both men’s and women’s soccer

Signatures This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

I have read and reviewed the job description and I agree to perform the duties according to my supervisor’s expectations and the College’s policies and procedures. I acknowledge the College’s right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION – East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Multipurpose Building, telephone number 636-584-6712 or hrecc@eastcentral.edu.