

**JOB TITLE:** Head Coach Men's & Women's Soccer

**DEPARTMENT:** Athletics

**LOCATION:** Union Campus

**REPORTS TO:** Athletic Director

**FLSA:** Exempt

**LEVEL:** 204

**DATE:** 12/05/2019

**POSITION SUMMARY:** Responsible for recruiting, coaching and general management of the men's and 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 for each team, men's and women's 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.
- Serve as social media contact for all sports in athletic department.
- 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.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Promote a positive image of East Central College to the community.
- Assist student athletes in the transfer process.
- Assist with field maintenance.
- Conduct annual youth camps.
- Optional teaching duties in the physical education department.
- Must be available to work evening and weekends and travel with the team to games and conferences.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.
- 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 College policies, FERPA guidelines and other applicable laws pertaining to employment and education.

**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 and requires frequent travel to game locations.

**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.

**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:** Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that 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 Donald Shook Student Center, telephone number 636-584-6710 or [hrnotice@eastcentral.edu](mailto:hrnotice@eastcentral.edu).