Assistant Rodeo Coach

Department: Athletics
Job Status: Part-time
FLSA Status: Non-exempt/part-time
Reports To: Head Rodeo Coach
Grade/Level: Admin/Prof I
Amount of Travel Required: As needed
Work Schedule: Or as assigned by the supervisor
Positions Supervised: Or as assigned by the supervisor
Contract Length: Part-time position only

PURPOSE:
Under the general supervision of the Head Rodeo Coach, the Assistant Rodeo Coach is responsible for all aspects that go into running a successful Men’s & Women’s collegiate rodeo program. Those duties include, but are not limited to recruiting, scheduling, planning practice, on field coaching, fundraising, scouting, academic success, facility maintenance, along with other duties of an assistant coach.

Northeast Texas Community College is a member of the National Junior College Athletic Association (NJCAA Division I), the NIRA and the Region XIV Athletic Conference. Administration, coaches, and the Board of Trustees govern intercollegiate athletics at NTCC within appropriate national, regional, and conference by-laws.

MAJOR RESPONSIBILITIES:

- Monitor student behavior on campus and on road trips.
- Assist with scheduling classes for all rodeo student athletes in cooperation with the NTCC counseling staff.
- Assist with team organization/practices, travel, field maintenance, recruiting, and academic monitoring.
- Maintain the condition of the rodeo facilities.
- Properly prepare all purchase orders and travel vouchers.
- Assist in creating an atmosphere that encourages all students and community members to become involved with the rodeo program.
- Coordinate with the business office in scheduling transportation.
- Assist with academic policy for checking and evaluating the rodeo team members’ grades and attendance.
- Create quality rodeo program which will attract students and student athletes to attend NTCC.
- Assist in maintaining the physical conditioning program of the student athletes during both the regular and off-season.
- Coordinate with the Director of Student Housing in placing rodeo students in student housing and occupying a certain number of dorm rooms.
- Perform other duties as assigned.

POSITION CHARACTERISTICS:
The Assistant Rodeo Coach position requires multi-tasking abilities. The Assistant must be able to communicate with students, faculty, administration, and the public. This person must have the ability to assist with a program that is competitive in all respects. The position requires a person with strong communication skills necessary to work with all residential students.

MINIMUM QUALIFICATIONS:
Bachelor's degree preferred. Intercollegiate playing experience and previous coaching experience at the collegiate level preferred. Interested applicants should complete an application packet found online at www.ntcc.edu. Review of applications will begin immediately and continue until the position is filled.
SIGNATURES:

______________________________________  ______________________  Date
Assistant Rodeo Coach

______________________________________  ______________________  Date
Head Rodeo Coach

______________________________________  ______________________  Date
Athletic Director

______________________________________  ______________________  Date
Vice President for Administrative Services

______________________________________  ______________________  Date
President

Job description developed:  8/2013
Reviewed:
Revised:
Preparer:  Josh Stewart