NTCC Part Time Men’s Soccer Coach

Department: Athletics
FLSA Status: Exempt
Grade/Level: Admin/Prof I
Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Job Status: Part Time
Reports To: Athletic Director
Amount of Travel Required: Travel required
Positions Supervised: Student Workers
Contract Length: 10 month position

PURPOSE: The Head Men’s Soccer Coach serves as coach for the Northeast Texas Community College soccer team. The Head Men’s Soccer Coach works extensively with students, college staff, and various individuals.

MAJOR RESPONSIBILITIES:

- Recruits, instructs, and coaches soccer students.
- Plans and coordinates fund raising activities that support the soccer program.
- Plans and develops the Northeast Texas Community College Soccer Tournaments.
- Repairs and maintains Soccer fields as well as common athletic facilities.
- Coordinates with the Director of Athletics regarding financial awards.
- Establish relationships in the community that promote the soccer program as well as the community college.
- Monitors soccer students academic progress and monitors study hall if required
- Write promotional items and press releases for campus and local media outlets when needed
- Required to attend all formal practices and competitive events
- Performs other duties as assigned.

Competency Statement(s)

- Achievement of Strategic Initiatives – Ability to link departmental work with the achievement of NTCC’s strategic initiatives
- Communication - Ability to communicate verbally and in writing clearly and concisely.
- Customer Service - Ability to take care of the customers’ needs while following company procedures.
- Ethics – Ability to be guided by NTCC’s accepted principles of ethical conduct.
- Initiative and Resourcefulness – Ability to act and takes steps to solve or settle an issue.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Judgment and Decision Making Ability – Ability to form sound opinions or make decisions by evaluating available information.
- Leadership – Ability to motivate and guide others to perform in accordance with clear expectations and goals.
- Planning and Organization of Work – Ability to plan, organize staff, direct and control work tasks to meet a specific goal.
- Reliability and Responsibility – Ability to be dependable and trustworthy.
- Skills and Technical Competence – Ability to relate to topics that require an understanding or specialized knowledge pertinent to job needs.
- Team Building – Ability to ensure that team members are invested in team activities and decisions, and that the team works together to achieve a goal.
• Work Under Pressure – Ability to maintain composure when exposed to stress in the workplace

QUALIFICATIONS:

Education: Bachelors degree required. Masters Degree Preferred

Experience: Three years of coaching experience required. Three years of high school or college coaching preferred

Skills and Abilities:
This position provides leadership and oversight for the soccer program at the college. The position requires knowledge and appreciation of soccer activities and events. It requires knowledge of National junior College Athletic Association Division I rules and policies governing college soccer players and staff. This person must have high regard for sportsmanship and academic achievement. Generally, major decisions are made in collaboration with other college officials. Although this position involves considerable contact with various constituencies, there is no line supervisory responsibility.

Strong interpersonal skills and ability to collaborate with diverse individuals, groups, and organizations required. Strong work ethic required. Ability to cooperate with others, strong organizational and problem solving skills. Physical capacity to assist with any activities as needed. Appreciate and understanding of the role of intercollegiate activities in education and personal development. Appreciate and understand the role of rodeo coach at the community college level.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

Physical and Mental Requirements
Ability to maintain concentration level while dealing with interruptions. Attention to details, with emphasis on accuracy in data entry. Capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans. Walking; standing; good listening skills; frequent stressful conditions; sitting for long periods of time; lack of mental impairment; frequent decision making ability. This is an outside athletic position with some safety/health hazard potential.
SIGNATURES:

_______________________________________  ______________________  
Athletic Director  Date

_______________________________________  ______________________  
Director of Human Resources  Date

_______________________________________  ______________________  
Vice President for Administrative Services  Date

_______________________________________  ______________________  
President  Date

Job Description developed:  1995
Prepared by:  Chris Smith, Jerry Henry