



JOB CODE: ATH/WS01

Job Description

Job Title: Head Coach, Women's Soccer
FLSA Status: Exempt
Grade:
Department: Athletics
Reports to: Athletic Director

Job Summary

The Head Women's Soccer Coach is a full-time, 12-month, benefited position responsible for the day-to-day operation of the Women's Soccer Program. In addition, this position will assist the Director of Athletics with the long-term planning and development of the program. The Head Coach provides effective leadership, recruitment, coaching, and monitoring of student-athletes to encourage successful academic and team performance. The Head Coach is responsible for planning the annual competition schedule, practice schedules, program administration, program scholarship distribution, budget oversight, and providing for the health, safety, and academic progress of the student-athletes involved in the program. The Head Coach works with department and facility managers to ensure facilities, equipment, and schedules are adequate for the program's needs. This position is also responsible for working with the Gillette College Foundation and the Gillette College Booster Club to raise operational and scholarship funds for the program.

Other tasks may be assigned based on current institutional and departmental needs including game day management expectations and campus-wide involvement. The Head Coach also ensures compliance with all departmental, college, state, federal, Region IX, and NJCAA policies, rules, and regulations.

Essential Duties and Responsibilities

- Provide vision, leadership, organization, and supervision for all facets of the Women's Soccer program to ensure a highly competitive and successful program by utilizing appropriate player development, game management, and program oversight techniques
- Develop and implement program philosophy within the guidelines of all rules and policies established by Gillette Community College District, its athletic department, Region IX Conference, and the NJCAA in accordance with the academic standards, stated mission, and goals of Gillette Community College District, and the Department of Athletics
- Work collaboratively with Admissions, Financial Aid, and other departments to ensure appropriate registration, admission, and other administrative processing of student-athletes
- **Monitor student athletes' academic progress**
- Provide effective leadership to student-athletes to encourage successful player development, academic development, leadership development, team development, community involvement, positive representation of the college, and competitive performance
- Develop, manage, and oversee the Women's Soccer operations budget effectively, ethically, and innovatively in accordance with department and college guidelines
- Provide administrative oversight for all aspects of the program including team travel, practice schedule, competition schedule, and game management
- Coordinate strength and conditioning regimens for injury prevention
- Scout opponents to develop effective game strategies
- Adhere to conference regulations regarding film exchange and statistical reporting

- Recruit student-athletes of good character, academically prepared, and of a quality skill level needed to be competitive within the parameters of NJCAA regulations
- Recruit and retain student-athletes that will positively represent the college both academically and as an athletic team member
- Develop effective recruitment channels
- Communicate and actively engage the necessary college departments/parties such as Financial Aid, Admissions, and the Director of Athletics when offering scholarships
- Work collaboratively with the Director of Athletics and facilities personnel in the use, care, and maintenance of facilities, and accept responsibility for team athletic equipment and related inventories
- Work with college departments to obtain authorization to purchase new equipment and supplies in accordance with college policy
- Participate in program and departmental social media outreach, public relations, and promotional efforts
- Support, plan, and work with the college Foundation and Booster Club to promote specific program fundraising and generation of scholarship funds
- Attend all mandatory GCCD, Region IX, and NJCAA mandatory meetings; stay knowledgeable of changing rules, techniques, technologies, and philosophies relevant to the collegiate program
- Maintain strict adherence to all GCCD policies, procedures, and regulations
- Serve on campus-wide committees and build relationships across campus as well as within the local community
- Display continued commitment to engage in professional development opportunities
- Develop and oversee assistant Women's Soccer coach(es)
- Includes staff in planning, decision-making, facilitating, and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth
- Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities
- Other duties as assigned

Knowledge, Skills, and Abilities Required by the Position

- Exceptional interpersonal and leadership skills
- Advance the goals/mission/core values of the institution and department
- Detail-orientated, conscientious
- Displays professionalism - Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments
- Advanced knowledge in coaching methodology, program design and development, program strategic planning, and budgeting
- Knowledge of collegiate, regional, and NJCAA rules and opportunities for students
- Utilize efficient communication skills, demonstrate the ability to respond well to difficult situations, and display diplomacy and a proficient level of tact in all situations
- Demonstrate ability to motivate student-athletes to academically achieve
- Commitment to support the academic progress and holistic development of student-athletes including cultivating a strong sense of integrity
- Willingness to travel and work varied hours including evenings and weekends
- High degree of computer literacy is desired
- Commitment to advancing diversity, equity, and inclusion and creating an environment that opens opportunities for all to thrive and succeed.
- Demonstrate strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies and with diverse populations
- Demonstrated ability to participate in public relations activities including high campus and community involvement and collaboration

- Successful experience recruiting qualified student-athletes
- Direct experience with game schedule
- Ability to work collaboratively with departmental and university personnel and administration
- The ability to develop and promote the ideas of sportsmanship, ethics, leadership, and excellence in the effort - both on and off the field

Working Conditions/Physical Requirements

- Physical requirements include extended periods of standing, sitting, frequent bending, kneeling, crouching, and the ability to respond quickly to an active athletic environment
- Extensive travel is required during playing season and recruitment season
- Evenings, and weekends during the playing season and recruitment season
- Working outdoors in hot and cold weather, and exposure to elements such as rain, snow, dirt, fumes, and loud noises
- Lift or carry up to 25 pounds

Supervisory and Management Responsibility

- Assistant Coaches

Minimum Qualifications

- Bachelor's degree or an equivalent combination of education, related experiences, ability, and qualifications.
- Master's Degree preferred
- Head coaching experience and/or 3 years of collegiate-level coaching experience with demonstrated success, experience directly related to collegiate-level head soccer coaching preferred
- Ability to obtain CPR, First-Aid, and AED certifications within six months of hire date

Applicants should submit a cover letter addressing each of the minimum and/or preferred qualifications and describing experience related to the position responsibilities, a resume, copies of graduate and/or undergraduate transcripts (official transcripts need to be supplied at the time of the interview), Gillette Community College District employment application, as well as a leadership philosophy statement which includes philosophy of diversity, equity and inclusion.

SUBMIT THE REQUIRED DOCUMENTS TO DSANDERS@GILLETTECOLLEGE.ORG

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