



Job Description

Job Title: Head Coach, Men's Soccer

FLSA Status: Exempt

Grade: 9 - \$52,644 - \$64,500 DOE

Department: Athletics

Reports to: Athletic Director

Job Summary

The Head Men's Soccer Coach is a full-time, 12-month, benefited position responsible for the day-to-day operation of the Men'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 Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Provide vision, leadership, organization, and supervision for all facets of the men'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 men'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 scheduling, competition scheduling, and game management.
- Coordinate strength and conditioning regimens for injury prevention.
- Scout opponents to develop effective game strategies.
- Adhere to conference regulation 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 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.
- Advance the goals/mission/core values of the institution and department.
- Develop and oversee assistant men'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.
- Campus Security Authority: This position has been designated as a CSA because it involves significant responsibility for student and campus activities and/or responsibility for campus security. As such, any person in this position must report to the Clery Compliance Officer (CCO) a crime or an incident that might be a crime that he/she becomes aware of.
- Other duties as assigned.

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- Bachelor's Degree or an equivalent combination of education, related experiences, ability, and qualifications.
- Head coaching experience and/or three years of collegiate level coaching experience with demonstrated success.
- Possess a valid Class C driver's license.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Ability to obtain CPR, First-Aid, and AED certifications within six months of hire date.

Preferred Qualifications

- Master's Degree.
- Three years of collegiate-level head coaching experience with demonstrated success, experience directly related to collegiate-level head men's soccer coaching.

Competencies for Successful Performance

Knowledge of:

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.
- Coaching methodology, program design and development, program strategic planning, and budgeting.
- Collegiate, regional, and NJCAA rules and opportunities for students.
- Computer literacy.
- Direct experience with game schedule.
- Experience in program budget management.
- NJCAA rules and regulations governing recruitment, eligibility and related functions.

Ability to:

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Be Detail-orientated, conscientious.
- Display professionalism - Treat others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- 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.
- Motivate student-athletes to academically achieve.
- Support the academic progress and holistic development of student-athletes including cultivating a strong sense of integrity.
- Willingly travel and work varied hours including evenings and weekends.
- Commit 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
- Demonstrate sports specific skills range of constituencies and with diverse populations
- Demonstrate ability to participate in public relations activities including high campus and community involvement and collaboration
- Successful experience recruiting qualified student-athletes
- Develop and promote the ideas of sportsmanship, ethics, leadership, and excellence in effort both on and off the field.
- Work collaboratively with departmental and university personnel and administration.
- Effectively fundraise.

Skill in:

- Exceptional interpersonal and leadership.

Supervisory and Management Responsibility

- Assistant Coaches.

Physical Demands *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- 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.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.