



## JOB DESCRIPTION

<b>JOB TITLE:</b> Sports Instructor III / Athletic Director & Head Coach	<b>FLSA:</b> Exempt
<b>Department:</b> Administration - Athletics	<b>Date Reviewed:</b> 7/23/18
<b>Security Sensitive:</b> Yes	<b>Grade:</b> GC
<b>Reports To:</b> Vice President for Administration	

### Job Summary

Under general direction of the Vice President for Administration, the Sports Instructor III/Athletic Director & Head Coach instructs, plans, implements and directs the athletic programs at the College in compliance with the rules and regulations of the National Junior College Athletic Association and Region XIV. The primary duties of the Sports Instructor III/Athletic Director & Head Coach are recruiting, teaching, tutoring, instructing, lecturing and encouraging and promoting high academic and athletic standards. The Sports Instructor III/Athletic Director & Head Coach position is a non-tenured, non-contract assignment not tied to traditional faculty teaching loads.

### Essential Job Functions

- Responsible for team management duties including recruitment, advertising, training, teaching and any other support activities that are necessary for student athletes to enjoy successful careers while attending Galveston College;
- Conducts physical conditioning instruction for student athletes who are members of the intercollegiate sport activity;
- Provides effective supervision of baseball/softball student athletes in the areas of practice, competition, and life management;
- Prepares and administers intercollegiate athletic budget and provides fiscal overview for the athletic program;
- Develops, in cooperation with athletic staff, games, schedules, and a certified base of game officials;
- Ensures that all events held in conjunction with the Athletic Department are in compliance with NJCAA and Region XIV;
- Works with the Executive Director of the Galveston College Foundation in fund raising activities for the athletic programs;
- Establishes and evaluates goals for the athletic program through the College's institutional effectiveness program;
- Develops and oversees an annual orientation program for athletes;
- Develops appropriate tracking of and maintains appropriate information regarding the scholastic performance of all student athletes;
- Works with Counseling Department, faculty and other areas as appropriate to ensure that student athletes receive needed intervention and academic assistance in a timely manner;

- Prepares Right To Know and Academic Success reports;
- Serves as the primary liaison between Galveston College and the Galveston Independent School District regarding the use of shared athletic facilities;
- Submits written proposals, including expected income and expenses, for camps or other athletic activities. These activities are expected to be self-supporting with income covering all expenses, and will be offered as Continuing Education Leisure Learning classes;
- Supervises all recruitment activities within the intercollegiate athletic program to ensure compliance with conference and national rules;
- Maintains effective relations with area high school instructors to ensure an efficient and effective recruiting network;
- Develops and disseminates team schedules for all College sporting events;
- Maintains an inventory record of all athletic equipment;
- Serves as contact for Region XIV of the NJCAA and represents Galveston College at regional meetings;
- Oversees the effective maintenance of all athletic facilities, including housing and equipment;
- Maintains accurate and official team records, individual records, and program history;
- Recommends an annual housing plan for athletes, including inspections, etc;
- Participates in Gulf Coast Intercollegiate Consortium (GCIC) Intramural Directors' meetings and activities, including organizing and hosting Beach Volleyball and Golf Sports Day;
- Develops and maintains an effective program in order to identify and attract scholarship prospects for the team;
- Ensures ongoing eligibility of athletes;
- Supervises the Sports Instructor II /Baseball, Softball Coach (s), Administrative Assistant and other part-time employees;
- Cooperates with regional and zone Instructors to establish competitive, yet efficient, game schedules that are spectator friendly;
- Coordinates all team travel adhering to prudent budgetary practices;
- Coordinates concessions and other sales at home matches;
- Oversees student Fitness Center;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

### **Minimum Education, Skills and Abilities**

- Master's degree in Physical Education or related field and a minimum of three years' experience instructing intercollegiate athletics (baseball, softball or volleyball) or an equivalent combination of education and experience;
- Ability to objectively evaluate physical performance and mental capabilities related to the intercollegiate athletic program;
- Knowledge of intercollegiate athletics, rules and regulations of athletic associations and conferences;
- Effective planning and organizational skills;
- Knowledge and skill in the use of integrated software systems and Microsoft applications;
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public;
- Skill in facilitating and modeling a quality customer service orientation;

- Ability to work effectively with an ethnic, cultural and diverse student population;
- Ability to think “outside the box” and to lead and manage change in a positive and inclusive manner.
- Current CDL License.

**Work Environment**

- Operates in a variety of conditions, in a climate controlled office and gymnasium, training rooms and outdoor ball field environment.

**Special Requirements**

- Availability to work evenings and weekends;
- Ability to travel for team practices, competition and scouting;
- Appropriate driver’s license for transportation of team in vans or bus;
- Physical ability to participate in all facets of training and competition of College athletic teams;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?\_\_\_\_\_

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Signature

\_\_\_\_\_  
Date