



## JOB DESCRIPTION

<b>JOB TITLE:</b> Sports Instructor II / Head Coach	<b>FLSA:</b> Exempt
<b>Department:</b> Athletics	<b>Date:</b> 7/23/2018
<b>Security Sensitive:</b> Yes	<b>Grade:</b> GB
<b>Reports To:</b> Sports Instructor III / Head Coach	

**Job Summary:**

Under the general supervision of the Sports Instructor III / Athletic Director & Head Coach, the Sports Instructor II / Head Coach provides instruction and is responsible for all aspects of the intercollegiate program. The primary duties of the Sports Instructor II / Head Coach are teaching, tutoring, instructing and lecturing. The Sports Instructor II / Head Coach is expected to encourage and promote high academic and athletic standards. The Sports Instructor II / Head Coach position is a non-tenured, non-contract assignment not tied to traditional faculty teaching loads.

**Essential 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 student athletes in the areas of practice, competition, and life management;
- Works individually and collaboratively with others to recruit new students and work to retain current students;
- Provides oversight of athletes residing in campus housing; reports damages, needed maintenance, security issues, etc to the Sports Instructor III / Athletic Director & Head Coach, Security, and/or the Director of Facilities and Security;
- Supports College activities and special events through attendance, and participation, including advising of a campus club(s), team, and/or other activities;
- Assists in advising and registration, as assigned, and establishes and maintains appropriate office hours;
- Uses the funds of the institution allocated to the budget of the department or a special project in effective and efficient manner;
- Comply with all Galveston College policies and procedures (rules and regulations);
- Sets a high standard in academic and scholarly excellence, personal integrity, professional competence, and professional ethics. Works to enrich the emotional well-being of the student-athlete through proper role modeling and the demonstration of high ethical standards and behavior;

- Respects the right of others in the college community to hold divergent opinions, including other faculty members, students, and administrators;
- Fulfills all the obligations for the period of time agreed and gives the institution reasonable notice when resigning;
- Avoids professional and personal actions which may cause economic loss and/or public or legal embarrassment to the institution;
- Develops and maintains an effective program to identify and recruit students to the program and to Galveston College;
- Fields a team that will be competitive as possible within the guidelines set by institutional policies and the rules and legal boundaries prescribed by the National Junior College Athletic Association;
- Works to ensure the ongoing eligibility of athletes and monitors their academic progress;
- Develops strategies for competition in his or her sport(s);
- Instructs the team during competition;
- Provides services as trainer to team members;
- Supervises all team practices, competition activities, and student athletes, including student athletes during away games;
- Schedules team activities including developing a competition schedule that is spectator friendly; reports accurate game results in a timely manner;
- Arranges for officials for sporting events;
- Arranges for team travel, accommodations, and meals effectively using fiscal resources;
- Manages and cares for athletic equipment;
- Inventories uniforms, supplies, and equipment to ensure effective maintenance of physical resources; orders equipment and supplies as authorized by the Sports Instructor III / Athletic Director & Head Coach;
- Supervises maintenance of playing area or field;
- Makes arrangements for visiting teams as needed;
- Recruits student athletes for his or her assigned sport(s); recruits student-athletes who possess individual traits indicating good character and personal goals reflecting a desire for academic and athletic success;
- Assists student athletes in his or her sport(s) with academic/personal counseling;
- Manages scholarship awards in his or her sport(s) and coordinates other financial aid with the financial aid officer;
- Reports, communicates, and receives pre-approval for any or all fund-raising activities from the Sports Instructor III / Athletic Director & Head Coach and the President. Fund-raising activities are to be handled in proper accordance with Galveston College and NJCAA policies;
- Supervises the Sports Instructor I/Assistant Coach (s) and other part-time employees;
- Represents the College at zone, regional, state, and/or national meetings relating specifically to baseball;
- Provides reports and documentation when required by the Sports Instructor III / Athletic Director & Head Coach;
- Implements a record keeping system in cooperation with the Public Affairs Office to monitor individual and team accomplishments;
- Cooperates with others for the efficient utilization of shared facilities;
- Works on institutional standing and ad hoc committees, as assigned;
- 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 Fitness and Human Performance, Kinesiology, Physical Education, or a closely related field;
- Prior sports instructing experience at the high school level or above;
- Ability to evaluate physical performance related to the inter-collegiate program;
- Effective planning and organizational skills;
- Ability to effectively communicate with student athletes, faculty, staff and the community;
- Ability to work independently;
- Ability to make travel arrangements and check requests for the team in a timely manner;
- Ability to provide effective on and off-field leadership and management;
- A current CDL license.

**Preferred Education:**

- 3 years coaching experience above the high school level.

**Work Environment:**

- The position requires average agility and good physical condition.
- Ability to lift and carry moderately heavy materials weighing up to 50 pounds.
- Work requires standing, walking, running, sitting, lifting, stooping, bending, stretching, pushing, pulling, reaching, and other physical exertion.
- Primarily works in an outdoor environment with exposure to fertilizer, lawn chemicals, and weather conditions.

**Special Requirements:**

- Must have current licensure (CDL) for transportation of the team in vans or bus;
- Ability to work evenings and weekends;
- Must have current training in First-aid and CPR;
- 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? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date