**SUMMARY:**

The Head Coach is responsible for all aspects of running and managing the team including recruiting, training, retention of quality student-athletes, and coaching. The Head Coach must develop, manage, and provide leadership for all functions of an effective program.

The position includes analysis, attention to detail, judgment, work standards, decisiveness, initiative, planning and organization, informal communication, persuasiveness, written communication, self-reliance, oral presentations, sensitivity, stress tolerance, commitment to the college, dependability, and teamwork.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides leadership, organizes, directs and administers all aspects of the program.
2. Knowledge of, and commitment to, compliance with NJCAA, and College regulations.
3. Identifies, evaluates & recruits academically prepared students in accordance with College policies and NJCAA regulations.
4. Supervises and evaluates assistant coaches and staff.
5. Provides mentoring and academic oversight of student athletes to ensure retention & graduation.
6. Encourages and nurtures success among student athletes in the areas of citizenship, academics and athletics.
7. Instructs players on rules, regulations, use of equipment, strategies, and proper technique.
8. Organizes and manages quality practices on a reasonable schedule.
9. Determines and implements game strategies.
10. Responsible for the safety and conduct of the team while conducting the program with the highest degree of integrity.
11. Provides leadership for the team and displays good sportsmanship toward players, opponents, officials, and spectators.
12. Maintains and monitors equipment.
13. Leads and participates in efforts to raise funds for the MMCC athletic programs.
14. Maintains fiscal responsibility and integrity.
15. Participates in community, campus and athletic initiatives when appropriate.
16. Must support and initiate campus and community engagement.
17. Maintains a positive relationship with the administration, faculty, students and parents.
18. Timely submission of all required requests/paperwork.
19. Other duties as assigned.
BACKGROUND AND JOB REQUIREMENTS:

Knowledge, Skills, Abilities
- Knowledge of rules, regulations, and strategies.
- Ability to work effectively with players, administrators, parents, and the community.
- Knowledge of collegiate sports programs, NJCCA and MCCAA rules and eligibility requirements.
- Skills in managing operations, budgeting, and supervising personnel.
- Must be well organized with the ability to handle multiple assignments as well as maintain records and files as needed.
- Problem solving and decision making skills.
- Excellent communication skills (written and oral).
- Self motivated and able to work without constant supervision.
- Must have working knowledge of physical education, athletic, and recreation equipment and facilities.

Education
- Bachelors degree preferred
- Successful completion of NJCAA certification exam required
- First Aid and CPR certification required

Experience
- At least five years of High School Varsity Coaching experience or one year of collegiate level coaching experience preferred.
- Fundraising experience preferred.

MENTAL AND PHYSICAL REQUIREMENTS:
The degree of frequency with which these demands occur in performing the duties of this job are indicated:
NP = Not Present  F = Frequently (34% - 66% of the day)
O = Occasionally (33% of the day or less)  C = Constantly (67% of the day or more)

### MENTAL DEMANDS

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>PRESENCE</th>
<th>FACTORS</th>
<th>PRESENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed work</td>
<td>x</td>
<td>Student contact</td>
<td>x</td>
</tr>
<tr>
<td>Deadline oriented</td>
<td>x</td>
<td>Faculty/Admin contact</td>
<td>x</td>
</tr>
<tr>
<td>Multiple priorities and demands</td>
<td>x</td>
<td>Emergency situations</td>
<td>x</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>x</td>
<td>On-call availability</td>
<td>x</td>
</tr>
<tr>
<td>Continual interruptions</td>
<td>x</td>
<td>Problem Situations</td>
<td>x</td>
</tr>
<tr>
<td>Working alone</td>
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<td>Working with others</td>
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### PHYSICAL DEMANDS

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<th>PRESENCE</th>
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</thead>
<tbody>
<tr>
<td>Standing</td>
<td>x</td>
<td>Twisting</td>
<td>x</td>
</tr>
<tr>
<td>Walking</td>
<td>x</td>
<td>Reaching</td>
<td>x</td>
</tr>
<tr>
<td>Sitting</td>
<td>x</td>
<td>Handling</td>
<td>x</td>
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</tbody>
</table>
Reclining x   Fingering x
Lifting x   Feeling x
Carrying x   Talking x
Pushing x   Hearing x
Pulling x   Tasting/Smelling x
Climbing x   Near Vision x
Balancing x   Midrange Vision x
Stooping x   Far Vision x
Kneeling x   Depth Perception x
Crouching x   Visual Accommodation x
Squatting x   Color Vision x
Crawling x   Field of Vision x

**LIFTING:** Please indicate the frequency and weight of unassisted lifting this position required.

<table>
<thead>
<tr>
<th>Weight</th>
<th>NP</th>
<th>O</th>
<th>F</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-10 lbs.</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
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<tr>
<td>11-25 lbs.</td>
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<td>x</td>
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<tr>
<td>26-50 lbs.</td>
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<td>x</td>
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<tr>
<td>51-100 lbs.</td>
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<td>x</td>
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<tr>
<td>100 lbs. or More</td>
<td></td>
<td></td>
<td>x</td>
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</tbody>
</table>

**WORKING ENVIRONMENT:**

Position includes some amount of physical and emotional stress. Physical exertion is sometimes required. Most duties are conducted indoors. Noise levels during practices and games may be excessive at times. The duties of this position require a high degree of sensitivity to the personality characteristics of students, staff, and community. Frequent travel is required to attend games and practices. Duties may require travel between and off campuses. Working days and hours may vary and include evenings and weekends.

*Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.*

**APPROVALS:**

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Date:</td>
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