



Title:	Department:
Supervises:	Immediate Supervisor:

Selects, recruits, and monitors student-athletes for their respective sport. Promotes sportsmanship, team play, and a commitment to academics while directing their team. Follows the rules and guidelines in accordance with the NJCAA and MCCA.

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1. Evaluates pre-season equipment and uniform needs.
  2. Recruit prospective student athletes.
  3. Assist in scheduling non-conference games with the approval of the Athletic Director.
  4. Supervises Assistant(s) and student athletes.
  5. Monitors study tables, reviews academic progress reports, fosters sportsmanship.
  6. Manages equipment and the proper use of equipment.
  7. Completes year-end inventory of all equipment, supplies, and uniforms.
  8. Coordination of practices and assist in coordinating trips.
  9. Abides by all standards, rules, and regulations of the NJCAA and MCCA.
  10. Attend department, conference, and regional meetings.
  11. Enters correct statistics into the NJCAA in a timely manner and follows all deadlines.
  12. Ensures Athletic Department knows of all ejections or any reprimands that occur at any/all events.
  13. Conforms to the administrative policies of the College and the Athletic Department.
  14. Assists in the game-day operation preparation of home events.
  15. Ensures all assistants, student athletes, and managers foster a positive image for the College and Athletic Department.
  16. Keeps a positive relationship with all media outlets and submits scores to appropriate outlets after games.
  17. Ensures scores are given to the Athletic Department within an hour after the game along with a blurb to enable the staff to update the website.
  18. Under the direct supervision of the Athletic Director, performs all coaching duties outlined.
  19. Other duties as assigned.

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1. Associates degree preferred in appropriate area of specialization.
  2. High school head coaching required, or college coaching preferred.
  3. First Aid and CPR certification required (or ability to receive certification).
  4. Valid driver's license and a good driving record required.

	The contract will be \$7000 per year (prorated based on the time of hire). This payment will come in the form of a biweekly paycheck. The contract will be reissued as an annual agreement.
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