

Job Description

Position Title: Athletics Coach 2

Job Family: Athletics

Job Type: Professional – Senior

FLSA Status: Exempt

Salary Grade: 07

Position Summary:

The Athletics Coach 2 provides support, direction, leadership and mentoring directly to student athletes as athletic coach. The Athletics Coach 2 oversees all aspects of student athlete's physical and mental growth on the field as well as supports them academically. The Athletics Coach 2 administrates all aspects of College athletics program including team travel, planning and organizing practice, scheduling, recruiting, mentoring and directing assistant coaches, community engagement, fundraising and other duties as assigned. The Athletics Coach 2 acts as lead for other athletics coaches.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans and carries out team practice, conditioning or weight training activities, team film sessions, and other team activities.
2. Plans and manages training sessions; evaluates, analyzes, and adjusts player trainings as needed.
3. Acts as Athletics Scheduling Manager maintaining department athletics calendar to track all internal athletics activity. Works in conjunction with other departments (e.g., facilities, campus police, site managers) to ensure facilities are available with appropriate resources.
4. Tracks payment, insurance, and applications for use of all athletic facilities.
5. Provides a safe educational and sports environment for players.
6. Assists student athletes with academics. Provides academic support and helps locate class tutors.
7. Tracks grades, views progress reports and tracks final grade submissions and GPAs to support academic success for players.
8. Compiles, Calculates, and balances athletic budgets for equipment, travel, scholarships, staff compensation, and fundraising.
9. Acts as purchasing agent for the entire athletics department. Maintains knowledge of PCC policies and procedures regarding purchasing. Utilizes P-card, purchase orders, and other logistics to support departments purchasing needs.
10. Maintains visibility and accessibility for local community through volunteer services, community outreach, and recruiting.

11. Recruits new student athletes and aides in admission, registration, and financial aid process.
12. Acts as Title IX Deputy Coordinator for Athletics. Maintains knowledge of federal, state, and PCC guidelines and regulations as applied to the athletics department. Works directly with Title IX Director to resolve and handle and Title IX complaints pertaining to the athletics department.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles
3. Knowledge of principles and methods for promoting programs and services
4. Skill in budget/resource management
5. Skill in coordinating and monitoring the work of others
6. Skill in effective communication (both written and oral)
7. Skill in team building
8. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required.
 - Three (3) to Five (5) years of related experience with coaching athletic teams required.
 - Five (5) to Eight (8) years of related coaching experience preferred.
 - Cardio Pulmonary Resuscitation (CPR) Certification.
 - First Aid Certification.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in an outdoor environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an outdoor setting; to remain in a stationary position for prolonged periods of time; to frequently position self to perform duties; to move, transport, and/or position moderate (up to 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat or extreme cold.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License