

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: HEAD COACH – WOMENS SOCCER
DEPARTMENT: ATHLETICS
REPORTS TO: ATHLETIC DIRECTOR
SUPERVISES: ASSISSTANT COACH
FLSA: Exempt X Non-Exempt
DOCUMENT STATUS: New/Date: _____ Revision # 1 Date: 2/3/2017
TRAVEL: Frequent
SICK LEAVE: X **ANNUAL LEAVE:** X
COLLEGE-WIDE _____ **CAMPUS:** RANGELY X CRAIG

GENERAL SUMMARY

Colorado Northwestern Community College is seeking a full-time Women’s Soccer Coach to lead a new soccer program on the Craig campus. Successful applicants will demonstrate an ability to serve as the program leader for Women’s Soccer. This position is responsible for operating a program for student-athletes which includes coaching, mentoring, guiding, and training student-athletes who are highly skilled in their sport while pursuing Athletics’ twin goals of athletic excellence and instructing student’s in how to be academically and personally successfully. The successful candidate must possess leadership and management skills that will further establish the women’s soccer program on the Craig Campus while introducing collegiate sports to the community. The incumbent shall hold a combination of a Bachelor’s degree in a relevant sport discipline and/or demonstrable experience as a Soccer coach at the high school or collegiate level and have an applicable or relevant degree in a discipline for additional teaching duties and/or administrative practices as applicable. CNCC values high energy, creativity, and a strong commitment to student engagement. We are seeking coaches who will have a dramatic impact on student success, and will enhance a culture of excellence in our Athletic Program. CNCC is a small, rural community college located in Northwest Colorado. Please visit the CNCC website at www.cncc.edu for a complete job description and instructions for submission of an application. **Review of applications will begin immediately.**

PRIMARY DUTIES

The incumbent shall be able to demonstrate the ability to lead a successful Soccer program at the collegiate level. Duties to be fulfilled such as but not limited to:

1. Demonstrating the ability to administer NJCAA Division I intercollegiate program including recruiting, scheduling, fund raising, budgeting, travel and practice plans;
2. Ability to coach, teach and train student-athletes in skills and strategies related to competition;
3. Capability to instruct students in how to be academically successful;
4. Demonstrating the ability to mentor, maintain discipline, respect and standards of behavior;
5. Fulfilling other responsibilities in the Athletics Department based on coaches skill set, the needs of the Department and team sharing approach.
6. Other duties as assigned.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

- 1. Education and Training:** The incumbent shall hold a combination of a Bachelor's degree in a relevant sport discipline and/or demonstrable experience as a Soccer coach at the high school or collegiate level and as applicable a relevant degree in a discipline for additional teaching duties and/or administrative practices as applicable. Must possess an "E" License or equivalent.
- 2. Prior Related Experience:** Demonstrable experience coaching at the Professional/College/Club/High School level.
- 3. Licensure/Certification: U.S. Soccer "E" License or equivalent.**
- 4. Equipment Skills:** Must possess valid driver's license
- 5. Other Qualifications:** The person holding this position is expected to be friendly, approachable, team-oriented, committed to students' academic success, willing to work on a limited budget and integrate into a close networked Athletic Department. Good communication skills, attention to detail, and the ability to instruct students in how to be successful in college are essential qualities for the incumbent holding this position.

PREFERRED QUALIFICATIONS

- 1. Education and Training:** Master's Degree in related field or higher.
- 2. Prior Related Experience:** 2-4 years of playing and or previous head coaching experience at the college level.
- 3. Licensure/Certification:** U.S Soccer D license or higher and/or equivalent. CPR/First-Aid/ AED; Valid Commercial Driver License
- 4. Equipment Skills:** Equipment and facilities related to sport associated with soccer
- 5. Other Qualifications:**
 - Knowledge of NJCAA and College rules, policies, and regulations.
 - Excellent interpersonal communication skills.
 - Knowledge and understanding of higher education including academic advising.
 - Strong organizational skills and a proclivity for attention to details
 - Able to multi-task, proactive with independent decision making, a self-starter.
 - Specialize in player development and or recruiting.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)			X			
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)				X		
Turn/Pivot			X			
Climbing			X			
Balancing			X			
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity				X		
Pushing/Pulling			X			
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.			X			
Lifting/Carrying			X			
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.			X			

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)					X	
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)			X			
Operation of equipment, tools, vehicles				X		
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College's best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____