Approved FCC Job Description

<table>
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<th>Head Coach</th>
<th>3.11.13</th>
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<tr>
<td>Job Code:</td>
<td>HR will complete this part</td>
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<td></td>
<td>Eligible for Overtime: No</td>
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<td>Salary Plan and Grade:</td>
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**General Description of the Job**

The Head Coach is responsible for providing leadership and coaching expertise necessary for the assigned intercollegiate athletic sport, ensuring for the academic progress of student athletes and participating in the athletic fund raising program. The Head Coach reports to the Athletic Director.

**Essential Functions**

The following are the functions essential to performing this job.

1. Provides leadership and coaching expertise that is required to prepare team to represent the College in an exemplary manner at all practice sessions and scheduled athletic contests.
2. Cultivates an environment for the team that promotes good sportsmanship, open communication, team discipline, and respect for all that enter the athletic arena of participation. Serves as a positive role model for student athletes.
3. Fulfills coaches’ responsibilities as stated in the Athletic Department Operating Code.
4. Recruits student athletes by visiting area High Schools at least once during the current calendar year as part of the FCC Athletic Department’s outreach program in accordance with NJCAA and FCC Athletic Department guidelines.
5. Participates in fundraising efforts for the Athletic Department.
6. Encourages and promotes the academic success of all student athletes and makes appropriate referrals to campus resources for those in need of academic support.
7. Handles a variety of administrative responsibilities such as managing meal money, requesting vehicles, scheduling league and non-league contests, assisting with budgets for respective sport, etc.
8. Upholds and enforces all the rules of the NJCAA Code of Conduct and the Inter-Collegiate Athletic Operating Code and Handbook of Frederick Community College.
9. Recruits student athletes according to the NJCAA guidelines, as well as those established by the FCC Athletic Department.
10. Assists student athletes with transfer to senior institutions by making contacts, sending videos, writing letters of recommendation and requesting scholarship information.
11. Ensures that all players receive proper lodging accommodations.
12. Conducts team practice sessions that are stimulating and encourage skill development.
13. Completes, maintains, and reports team and individual statistics as required by the Conference Operating Code.
14. As applicable, may attend the Maryland JUCO Conference meetings, professional meetings and clinics pertaining to improving coaching methods and techniques.

**Other Functions**

Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

1. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities**

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent interpersonal and communication skills.
2. Ability to work independently.
3. Excellent leadership skills.
4. Ability to effectively manage resources.
5. Ability to maintain CPR and blood borne pathogen certifications.
6. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

**Qualification Standards**

1. Education: Bachelor’s Degree preferred.
2. Successful experience: One or more years coaching experience required. Valid Driver’s License required.
3. Other preferences: College coaching experience preferred. Previous athletic recruiting experience preferred. Previous experience with budgets and fiscal management preferred.
Note: The College reserves the right to change or reassign job duties, or combine positions at any time.