

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Head Coach of Men's/Women's Junior Varsity Soccer **Department:** Division of Kinesiology & Leisure Studies

B. Coates 04/14/08 D. Joza 04/14/08
Prepared by date Approved by date

Supervision received: Head Varsity Coach
Director of Athletics

Supervision given: GA's

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

Responsible for direction and management of all aspects of the Women's Junior Varsity Soccer program.

Essential Functions:

- Coordinate the recruiting of student-athletes who have the ability and potential, athletically and academically, to achieve success at OBU. In that sense, the Coach serves as a recruiting officer of the University, attracting students to participate in the programs.
- Plan, organize, and supervise a total year-round program for the sport.
- Set forth desired goals for the program.
- Attend appropriate conference and other professional meetings as approved by the Athletics Director.
- Plan and coordinate the best utilization of any assistant, graduate assistant, and volunteer assistant coaches assigned and assume responsibility for their actions.
- Recommend athletic scholarship awards.
- Adhere to all policies and procedures of local, state, regional, and national organizations including those of the NAIA and the Sooner Athletics Conference.
- Arrange for the use of facilities and vehicles through the Athletics Director.
- Arrange for pre-participation physicals and be responsible for securing all pre-participation forms as required by the Athletics Department policy for eligibility purposes.
- Recommend a preliminary budget for the upcoming season to the Athletics Director. Also, insure that budgeted revenues are achieved and budgeted expenses are not exceeded.
- Keep records of uniforms, equipment, and supplies issued during the season and submit an inventory of same at the end of the school year to the Athletics Director.
- Serve the Varsity Head Coach as the Coordinator of Men's/Women's Operations
- Coordinate all recruiting for the varsity soccer program by making contacts with potential players and arranging for campus visits.
- Coordinate transportation and travel needs of the varsity soccer team.

____ New ____ Revision: ____ FLSA: ____ *HR Office only* IPEDS: ____ Sal/Grd assignment: ____

PRN(s) _____

Essential Functions (con't):

- Assist the Varsity Head Coach in planning, organizing, and supervising the total year round program for the sport. This will include pre and post -season practices as well as games.
- In the absence of the Head Coach, be responsible for the varsity soccer team or a portion of the team in practice and in games.
- Be instrumental in leading team members to attain Christian growth and high ethical and moral standards.
- Other duties as assigned by the Head Coach, the assistant Athletics Director, or the Athletics Director.

Qualifications

Knowledge, skills, and abilities:

- Knowledge of athletic equipment maintenance and management.
- Knowledge of supervisory practices and principles.
- Skill in fitting athletic equipment.
- Ability to effectively communicate.
- Ability to carry out essential physical functions of the position including exposure to outdoor environment.

Education:

- Required: Bachelor’s degree
- Preferred: Master’s degree in KALS or related area

Experience:

- Required: Experience in soccer
- Preferred: Collegiate coaching experience in Soccer

Equipment:

- Basic computer skills.

Special Requirements:

- Required: Travel for extended periods and overnight.
- Required: Ability to obtain proper documentation to travel overseas.
- Required: Must be an active member of an evangelical Christian church and must be sympathetic with the goals and values for a Christian liberal arts institution.
- Preferred: Active member of Southern Baptist Church.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation*.

Employee signature

Date

Supervisor signature

date

**If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*