BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Head Co-ed Track & Field Coach

DEPARTMENT: Student Life & Judicial Affairs

FUNCTION: To manage the daily operations pertaining to the NJCAA Division III/Region XIX/GSAC Co-ed Track & Field Team. The Head Coach will report to, and work with, the Director of Athletics to further the institutional goals of the College. The individual must demonstrate the ability to lead a program with longstanding tradition of excellence in both athletics and academics with integrity and energy.

REPORTS TO: Athletics Director

SUPERVISES: Assistant Coaches, Team Manager and Statistician

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Recruitment of qualified student-athletes with a commitment to academic success and the ability to relate to those student-athletes;
2. Oversee, and coordinate with appropriate staff, the academic progress of student-athletes participating in the Baseball program;
3. Organizing and training student-athletes during all scheduled practices and games
4. Create long-term player development plans; technical, tactical and physical development of individual players over time;
5. Supervise and assign responsibilities of assistant coaches;
6. Planning comprehensive pre and post season conditioning activities;
7. Hiring, supervising, and evaluating personnel;
8. Maintaining responsibility for budget control and assisting with budget preparations;
9. Promoting all aspects of the Baseball program, the Athletics Department, and Bergen Community College through marketing, advancement and public relations activities;
10. Develop strategies to motivate maximum levels of individual and team performance along with appropriate personal and social conduct;
11. Assist in team travel arrangements, fund raising activities
12. Maintain compliance with all NJCAA Division III and College rules and regulations.
13. Serves as an example of competitive but sportsmanlike conduct. Deals fairly and honestly with all persons concerned with the Bergen CC Athletics and Baseball team.
14. Works with the Athletic Department to assure that athletic injuries are handled appropriately and in a timely fashion.
15. Possession of a valid Driver’s License. Must have a motor vehicle record which is free from major violations, or a pattern of repeat violations.
16. Helps chauffeur team on all away contests
17. Candidate must have computer literacy and report scores, statistics, game highlights, award nominations and other sport information within the time frame as assigned by Director of Athletics
18. Work with Academic Division and all college Departments to advance student athlete academic potential and progress.
19. Report and address student concerns on a timely fashion through the use of one-on-one interaction, Retention Alert, and group meetings.
20. Performs additional tasks or duties as assigned by the Athletics Director or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Effective oral and written skills, thorough knowledge of NJCAA rules and regulations, and the ability to work with students, faculty, staff, alumni, boosters, college administration and media outlets is required, and the ability to utilize technology to further the operations of the Athletics Office. Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: An Associate’s degree is required, Bachelor’s preferred.

Experience: The candidate must demonstrate the ability to coach successfully, with a minimum
of five (5) years coaching experience, at the high school and collegiate level.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**