

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Head Coach / Athletics Administrator

POSITION OVERVIEW

This position is a full-time, 12-month, benefited union staff position under the supervision of the Director of Athletics. This position is responsible for coordinating/performing all aspects of the daily administration of the athletic department.

The employee also serves as the head coach of a varsity athletic team and runs this athletic program in accordance with Maine Maritime Academy, North Atlantic Conference, and NCAA rules, regulations and policies. The employee must be committed to promoting academic and athletic achievement in a way that is fully aligned with the mission of Maine Maritime Academy Athletics and the NCAA Division III philosophy.

COACHING DUTIES

- Serve as the coach of a varsity program responsible for organizing and directing all aspects of a successful and competitive NCAA Division III Program
- Recruit and retain roster of student-athletes
- Conduct high-quality teaching in a humane learning environment
- Monitor and promote the academic and personal growth of student-athletes
- Develop and manage program's budget
- Operate program in a manner consistent with NCAA and NAC bylaws
- Develop and maintains alumni support for the program
- Supervise assistant coaches

ADMINISTRATIVE DUTIES

- Work closely with Finance and Purchasing and keep current with respect to purchasing software
- Coordinate operations for department's leadership programming
- Process purchasing requisitions/orders and complete all necessary documentation for all Athletics purchases
- Coordinate department's travel arrangements
- Organize department's scheduling of contests and associated agreements
- Prepare and process timely payment of officials
- Maintain accurate rosters in campus student database
- Assist with event staffing/contest management
- Master a variety of computer programs and software
- Perform other duties as assigned

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Excellent organization skills
- Strong attention to detail
- Ability to prioritize and to handle competing multiple projects
- Excellent written, verbal and interpersonal skills required
- Ability to interact with all levels of staff including management
- Strong customer service skills
- Ability to work in a student-oriented training environment
- Ability to inspire and motivate
- The ability to establish strong and effective personal and professional relationships
- Flexibility, initiative, and the ability to work independently as well as part of a team
- Ability to work with and support adolescents and young adults
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Adept at learning and using software programs

REQUIREMENTS

- Minimum of Bachelor's degree required
- College-level playing experience in relevant sport
- A minimum of 3years prior experience coaching at collegiate level
- Knowledge of office practices and procedures
- Computer proficiency/knowledge of Windows Microsoft Office Suite
- Energetic, flexible and willing to work evenings and weekends.
- Team-oriented
- Ability to communicate effectively and professionally in person and in writing
- Public speaking experience
- Valid driver's license is required
- Background check required

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Alumni, Parents, Students and various external and internal constituencies
- This job requires the capacity to travel, work long hours, evenings and several weekends as necessary
- Occasionally lift, push and move up to 30 pounds
- Exposure to the elements during regularly scheduled outdoor activities
- Requires occasional lifting, stooping, kneeling, crouching
- The duties require moderate to active physical activity.
- Required to manipulate keyboard.
- Requires sustained use of computer monitor.