

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Club and Intramural Sports Coordinator / Coach

### POSITION OVERVIEW

The employee serves as the Coordinator of Club and Intramural sports in support of a comprehensive campus recreation program. The employee also serves as the coach of a varsity athletic team and runs this athletic program in accordance with Maine Maritime Academy, North Atlantic/New England Men's and Women's Athletic 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.

### INTRAMURAL DUTIES

- Serves as the Coordinator for Club and Intramural sports
- Develops policies and procedure to ensure safety of participants
- Provides oversight of budgeting and purchasing for club and intramural sports
- Develops programs responsive to student needs
- Coordinates intramural scheduling with Athletic Facilities Coordinator
- Supervises student staff operating intramural programs and climbing wall

### COACHING DUTIES

- Serve as a coach of a varsity program responsible for teaching and training student athletes
- Conduct high-quality teaching in a humane learning environment
- Organize and direct all aspects of a successful and competitive NCAA Division III Program
- Monitor and promote the academic and personal growth of student-athletes
- Ensure safety of all team members and coaches is the top priority at all times
- Develop and manage program's budget
- Operate program in a manner consistent with NCAA and NAC/NEWMAC bylaws
- Develop and maintain alumni support for the program
- Supervise assistant coaches / interns
- Recruit and retain roster of student-athletes

*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

- Ability to embrace the school's mission;
- Strong interpersonal skills
- Strong oral and written communications, presentation skills, personal demeanor, judgment, and diplomacy;
- Ability to inspire and motivate;
- Strong time management skills;
- The ability to establish strong and effective personal and professional relationships;
- The successful candidate will demonstrate flexibility and initiative, and the ability to work independently as well as part of a team.

## **REQUIREMENTS**

- Bachelor's degree from four year college or university, Master's degree preferred;
- Three to five years of successful coaching in an intercollegiate environment.
- Valid driver license.
- A proven record of integrity, high principles and demonstrated skill in developing and motivating student athletes academically and athletically.
- Knowledge of NCAA and NAC/NEWMAC bylaws
- Proven willingness and ability to work collegially and within a team,
- Proven ability to work effectively with a diverse population and to display a genuine interest in the community of the school,
- Exceptional planning, organizational, and ability to manage competing tasks.
- Solid working knowledge of MS Office or comparable software suites
- CPR, First Aid (including AED)

## **SPECIAL REQUIREMENTS**

- Drug-Free Workplace
- Criminal Background check required
- Tobacco-Free workplace

## **PHYSICAL/ENVIRONMENTAL FACTORS**

- This job requires the capacity to travel, work irregular schedule, evenings and several weekends as necessary;
- Occasionally lift and move up to 30 pounds;
- This position may include coaching in hot and cold indoor facilities and exposure to varying outdoor weather and field conditions;
- The duties require moderate to active physical activity.

## Maine Maritime Academy Position Factor Evaluation

Job Title:	Club/Intramural Coordinator - Coach	Job Code:	
Wage Grade:	20*	Total Points:	474

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	6	216
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	2	16
	III. Sensitive Information and Records	1	8
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	6	48

Date of last reclassification 04/2017