

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Head Coach / Facilities & Events Coordinator

POSITION OVERVIEW

This position is a full-time, 12-month, benefited union staff position under the supervision of the Director of Athletics. The employee serves as the Coordinator of Athletic Facilities and events that occur within. The employee works with numerous campus stakeholders to ensure a quality experience while visiting Maine Maritime or using its facilities. The employee serves as the head coach of a varsity sport and runs his or her 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 integrated with the mission and vision of Maine Maritime Academy 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
- Provide 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 by-laws
- Develop and maintains alumni support for the program
- Supervise assistant coaches

ADMINISTRATIVE DUTIES

- Serve as the Athletic Facilities and Events Coordinator: managing the facilities and supervising and establishing procedure for part-time and student employees assigned to work and operate programs occurring within.
- Serve as a Certified Pool Technician (CPT) providing pool management redundancy for Aquatics Coordinator.
- Work with Department's Equipment Operations Coordinator to ensure facilities are prepared for use; supervise setup up of playing fields for all fall contests and select winter sports contests.
- Schedule use of athletic facilities for Intercollegiate Athletics and constituencies including, but not limited to Maine Maritime's Regimental Staff, ROTC Programs, Student Life, Adams School and various external groups according to institutional and departmental guidelines.
- Serve as the Athletics Department liaison to Conference Services and Public Works.
- Conduct inspections and walkthroughs of all athletic facilities proactively identifying maintenance and health and safety issues. Work with facilities staff to ensure that the buildings and athletic fields are clean and maintained.
- Oversee membership and waiver process for community constituents using athletic facilities.
- Hire, train and approve timesheets for employees that work and operate programs in athletic facilities.
- Regularly monitor varsity weight room for health and safety of users.
- Assist with crowd control during home contests.

- 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 organizational skills
- Strong attention to detail
- Ability to prioritize and handle multiple competing projects
- Ability to interact professionally with all levels of staff including management
- Public speaking experience
- Strong customer service skills
- Ability to work in a student-oriented training environment
- Ability to work with, inspire, motivate and support adolescents and young adults
- Flexibility, initiative, and the ability to work independently as well as part of a team
- Adept at learning and using a variety of software programs

REQUIREMENTS

- Minimum of Bachelor's degree required
- College-level playing or coaching experience in relevant sport
- AED / CPR / First Aid
- Certified Pool Technician or Certified Pool Operator, or ability to obtain certificate within one month of hire
- Knowledge of office practices and procedures
- Computer proficiency/knowledge of Windows Microsoft Office Suite
- Excellent written, verbal and interpersonal/professional communication skills required
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Valid driver's license is required

SPECIAL CONDITIONS

- Tobacco-free campus.
- Criminal background check required.

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Alumni, Parents, Students and various external and internal constituencies
- Travel, 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
- Moderate to active physical activity.
- Required to manipulate keyboard and use of computer monitor.

Maine Maritime Academy Position Factor Evaluation

Job Title: Facilities & Event Coordinator/Head Coach

Job Code: 2141S

Wage Grade: 20

Total Points: 468

	<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	3	30
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	2	16
5	Working Conditions	3	30
6	Responsibility for External/Internal Relations	6	48

Date of last reclassification 02/2018