

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Head Football Coach / Intramurals 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 head coach of the varsity football team and runs this athletic program in accordance with Maine Maritime Academy, Commonwealth Coast 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. The employee also serves as the Coordinator of Intramural sports in support of a comprehensive campus recreation program.

### 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

### INTRAMURALS COORDINATOR

- Serves as the coordinator for intramural sports
- Develops policies and procedure to ensure safety of participants
- Provides oversight of budgeting and purchasing for intramural sports
- Develops programs responsive to student needs
- Supervises student staff operating intramural programs
- Develops intramural scheduling with student staff

### 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 preferred
- A minimum of 3 years prior experience coaching at collegiate level preferred
- 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.

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Head Football Coach / Intramurals Coordinator	Job Code:	
	Wage Grade: 22	Total Points: 494	
	Factor	Degree	Points
1	Knowledge and Skill	6	216
2	Effort		
	A. Mental and Visual Effort	5	40
	B. Physical Effort	4	40
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	A. Injury to Others	5	40
	B. Supervisory Responsibility	4	32
	C. Sensitive Information and Records	3	24
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	6	48
	Date of last reclassification: 2023-01-10		