



## Position Description: Head Football Coach

<b>Position:</b> Head Football Coach	<b>FLSA Status :</b> Teacher Exempt
<b>Department:</b> Athletics	<b>Salary Level:</b> Special
<b>Reports to:</b> Deputy Director of Athletics	<b>Location:</b> TBD
<b>Position(s) Supervised:</b> Assistant coaches, Graduate Assistants and volunteer assistants.	<b>Schedule:</b> Evening and/or weekend duties as required.
<b>Prepared by:</b> Phill Talavina	<b>Date:</b> November 2021

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

### POSITION SUMMARY:

The head coach will coordinate all aspects of the Football program including coaching, team management, organizing, planning and scheduling of both practices and performances, player development, mentoring/retaining student-athletes, monitoring academic progress of student-athletes, student-athlete recruiting, promotion of the program, budgeting. The alumni relations and fundraising strategies will be done at the direction of the advancement division. The head coach will demonstrate exemplary ethical conduct and possess a knowledge of and commitment to compliance with the rules of the NCAA, the Heartland Conference and Bluffton University.

### RESPONSIBILITIES:

#### A. Coaching:

1. Maintains up-to-date knowledge of, and compliance with, Bluffton University, NCAA Division III, HCAC, and NCAA rules and regulations.
2. Acts as chief spokesperson for assigned sport.
3. Schedules pre-season and in-season contests in consultation with the Deputy Director of Athletics.
4. Organizes and conducts practices and conditioning sessions.
5. Demonstrates concern for the academic, physical, and emotional well-being of each team member.
  - a. The Bluffton University Athletics Department has identified existing programming models and identified common habits and virtues that frame the unique Bluffton University student-athlete experience. These “habits of excellence” emphasize practice and align with Aristotelian virtues to form our virtue-driven athletics program.
  - b. Actively encourages and supports the academic success of team members, including encouraging or ensuring regular class attendance, monitoring grades, and working to minimize conflicts between athletic and academic responsibilities.
  - c. Actively encourages and supports the physical well-being of team members by working with the training staff and other appropriate medical personnel to assure that the student-athletes are physically ready to participate, which includes looking for signs of eating disorders or the use of illegal and/or unhealthful drugs and supplements and taking appropriate preventive measures, and establishing healthy workout and practice schedules.
  - d. Actively encourages and supports the psychological and emotional well-being of team members, provides appropriate mentoring and life guidance, and seeks professional assistance when circumstances warrant.
6. Coordinates the distribution, collection, and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion) and the collection of fees for lost equipment and uniforms by student-athletes.



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7. Fields competitive teams when playing other NCAA Division III colleges and universities. This is to be assessed over a three to four year time span. This will be measured by wins and losses, but other factors considered will be meeting recruiting goals, player retention and conduct on and off of the field of play.
8. Works with the Deputy Director of Athletics and buildings and grounds staff to oversee the maintenance of practice and game venues.
9. Hires and supervises staff according to established Bluffton University and Athletic Department procedures.
10. Completes NCAA and federally mandated initial and ongoing Title IX training, fulfills Title IX reporting expectations and ensures participation of team athletes in all Title IX mandatory trainings.

### **B. Recruitment:**

1. In partnership with the enrollment management division and working closely with both the athletics recruiter and the campus visit coordinator all aspects of the recruiting process from prospect ID to deposit and enrollment.
2. Recruits student-athletes in line with University policy, and NCAA Division III regulations. Works closely with the admissions department to this end.
3. Develop retention goals in coordination with the university retention plan. Work closely with retention committee to achieve these goals.
4. In consultation with the Deputy Director of Athletics, Compliance officer, and the Registrar's Office, assures that student-athletes are eligible to participate in athletics according to University and NCAA Division III regulations

### **C. Financial Management:**

1. Adheres to budget guidelines established by the University.
2. Works with the Deputy Director of Athletics, the University's Business office, Buildings and Grounds, and other offices as appropriate to purchase necessary sport-specific athletic equipment and supplies.
3. Ensures safe and cost effective travel to and from contests.

### **D. Other:**

1. The strategy and process of raising funds for assigned sport is driven by the Advancement Division and in consultation with the Deputy Director of Athletics.
2. Actively participates in athletic department functions and meetings, and in University committees as assigned.
3. Maintains effective working relationships with administrative staff, coaches, student-athletes, and other staff.
4. Performs related duties as assigned.



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### QUALIFICATION REQUIREMENTS:

#### A. Minimum qualifications:

1. Bachelor's Degree.
2. Prefer 3 years of coaching experience at the collegiate level or successful Head Coach Experience at the High School Level.
3. Special Skills: As a frequent representative of Bluffton University to the public and corporate community, the employee must have high ethical standards and excellent communication and interpersonal skills. Be highly motivated with strong organizational skills, technology skills and the ability to manage multiple tasks are vital. Integrity and honesty in conveying program information and respect for prospective students are essential. Strong communication skills and organizational ability.
4. Transportation: Dependable transportation and a valid driver's license are required. Must be willing to travel.

#### B. Preferred qualifications:

1. Master's degree
2. Collegiate Football experience

### PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Hold a valid driver's license.
- Must occasionally lift and/or move to up to 50 pounds.
- Involves evening and weekend hours.

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Employee Signature

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Date

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Supervisor Signature

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Date

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HR Director Signature

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Date