



VERMONT STATE COLLEGES

## Job Classification Description

**HEAD COACH/CSC  
VSC-UP PAT BARGAINING UNIT**

**GRADE 12  
EXEMPT**

### **BASIC FUNCTION**

To coach one or more varsity sport(s). Oversee or assist in one or more areas within the Athletics and Recreation Department.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Coach one or more Division III athletic teams under the guidelines established by the NCAA, ECAC, and NAC including: recruiting student athletes, establishing practice schedules and holding practice sessions, scouting of opponents games, preparing for and coaching during games.
- Assist in the planning of the overall administration, development, and implementation of varsity athletic programs.
- Hire, train and supervise student assistants to carry out tasks related to specific areas such as the fitness center, the pool, and the rock-climbing wall, equipment maintenance, club and intramural programs.
- Monitor recreation and athletic activities, facilities and equipment on a regular basis, ensuring adherence to established operating procedures, with a focus on safety procedures.
- Assist in game management for various athletic events and contests.
- Perform other duties as assigned.

### **SUPERVISION RECEIVED**

General supervision is received from the Associate Dean for Athletics & Recreation.

### **SUPERVISION EXERCISED**

General supervision over student workers and student interns.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in sports administration, recreation, physical education, recreation, or other appropriate discipline with a master's degree desirable, plus two to four years relevant experience in recreation/athletics/coaching, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong and varied technical skills and interest in recreational activities.
- Broad base of knowledge and skills related to fitness center, pool and athletic facilities, management, coaching, recruiting and other relevant experience.
- Coaching experience.
- Ability to deal effectively with a wide range of College students, personnel, as well as media contacts, facilities users and others outside the college.
- Weekend and evening work is required.

**This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**