

# Head Men’s Soccer Coach & Game Day Manager



<b>Position</b>	
<b>Title:</b> Head Men’s Soccer Coach & Game Day Manager	<b>Date:</b> 06/09/2022
<b>Department/Area:</b> Athletics	
<b>Reports To:</b> Director of Athletics	
<b>Employee Classification:</b> Full-time, Salary, Exempt	
<b>Primary Function/Purpose:</b>	
<p>The position of the Head Men’s Soccer Coach holds the responsibility for coaching, recruiting qualified student-athletes, conducting and supervising regular practice sessions and contests, supervision of assistant coaches, graduate assistants and volunteer assistants, monitoring academic progress, and fundraising. As Game Day Manager, the person is required to set-up for all home contests, attend home contests, greet opposing teams and officials, maintain the soccer and softball field, as well as the gymnasium.</p>	
<b>Essential Responsibilities:</b>	
<p><b>Spiritual life</b></p> <ul style="list-style-type: none"> <li>• Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.</li> <li>• Advance the Christ-centered mission and culture of Clarks Summit University.</li> <li>• Follow Matthew 18 principles in addressing issues with students, parents, faculty, and staff.</li> <li>• Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.</li> <li>• Be prepared to communicate the school’s religious beliefs to students and others who inquire.</li> <li>• Be ready to pray and offer spiritual advice to students, faculty, and staff.</li> <li>• Mentor and counsel students in accordance with the university’s mission to prepare Christ-centered, career-ready men and women.</li> </ul> <p><b>Head Men’s Soccer Coach</b></p> <ul style="list-style-type: none"> <li>• Recruit, train, and coach members of the soccer team</li> <li>• Coordinate development and promotion of the soccer program</li> <li>• Organize and schedule practice sessions and games</li> <li>• Manage staff</li> </ul>	

- Represent Clarks Summit University and the soccer program in a professional manner
- Promote the educational welfare and sportsmanship of the student athletes
- Purchase equipment and uniforms with Athletic Director  
Insure that all soccer players meet NCAA & CSAC eligibility requirements
- Develop fundraisers to improve soccer program
- Provide soccer information and statistics to SID
- Develop a recruitment plan and actively recruit student-athletes
- Develop a fitness and weight training program for student-athletes
- Oversee and manage Defender Soccer Camp and Big Blue Soccer Camp
- Perform all other duties as assigned

### **Game Day Manager**

- Attend Home contests
- Greet opposing teams and bring them to their locker room
- Greet officials and bring them to their locker room
- Monitor attendees at home contests
- Set-up the fields/courts for game day (tables, chairs, flags, chords, etc.)
- Tear down the fields/courts for game day
- Maintain soccer field, softball field, and gymnasium
- Line the soccer field, and drag and line the softball field
- Send out game day packet to opposing teams
- Provide insight to athletics staff on game day issues

### **Qualifications:**

- Have a personal relationship with Jesus Christ.
- Faithfully attend a local church whose beliefs are in agreement with Clarks Summit University.
- Be committed to furthering Clarks Summit University's mission as a faith-based organization.
- Coaching experience including effective leadership, communication, coaching and recruiting skills is preferred.
- Game day or facility management experience preferred.
- Display strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Be willing to submit to and honor the standards outlined in the Employee Handbook.
- Be in complete support of and adherence to Clarks Summit University's Standards of Conduct and Confession of Faith. Applicant must hold these standards as his/her own.
- Be a self-starter, results-oriented, strong in managing details, and able to motivate others.
- Show excellent oral and written communication skills.
- Show proficiency in Outlook, Windows, Word, and Excel or similar programs.

## Essential Qualities:

### **Conscientiousness**

- Displays a professional image at all times, even when facing significant job challenges.
- Delivers on commitments made to others.
- Notices surroundings and takes initiative for making improvements.
- Displays positive “Can Do” attitude and takes ownership for solving problems.

### **Flexibility**

- Adapts quickly to changing situations, including last-minute changes and schedule disruptions.
- Is curious about how things work and willing to change methods to improve services.
- Is receptive to new information, ideas, or strategies to achieve the organization’s goals.

### **Influencing/Negotiating**

- Is teachable and enthusiastic about teaching others.
- Anticipates potential reactions or concerns of others and takes initiative to address them.
- Builds ownership for new initiatives or changes by involving students in planning and implementation.
- Encourages teamwork and group cohesiveness among Athletics staff.

### **Integrity/Honesty**

- Avoids any action or situation that would give the appearance of unethical, or inappropriate behavior.
- Demonstrates the courage to do the right thing in difficult situations.
- Holds self and others accountable for meeting high standards of the organization's integrity.
- Leads by example through modeling ethical practices and standards.

### **Sensitivity**

- Treats others with respect, fairness, and consistency (e.g., listens to, respects others' views and ideas).
- Demonstrates empathy and understanding when addressing sensitive issues with others.
- Encourages, mentors, and counsels students.
- Maintains confidentiality with all privileged information.

### **Organizational Skills**

- Demonstrates initiative for completing work and improving procedures and services of the program.
- Organizes and supervises staff and projects, and takes responsibility with a high regard for detail.

### **Verbal Communication**

- Adjusts communication style and language to most effectively connect with diverse audiences.
- Follows through in all communication to ensure that important information has been understood.
- Communicates information and complex concepts concisely and clearly.
- Maintains frequent contact with Athletics staff to keep all informed about important changes.
- Communicates professionally with all students, faculty, and staff.

### **Other Interpersonal Skills**

- Displays high level of effective interpersonal communication skills, both written and verbal, plus organization and presentation skills.
- Is friendly and approachable; cultivates strong working relationships with students, faculty, and staff.

## Physical Requirements / Environmental Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is frequently required to walk, climb stairs, stoop, kneel, crouch, use hands, reach, and operate office equipment.

	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Does this job require that weight be lifted, or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Make notes on the specific job duties that require the physical demands selected above.

Successful applicant will have to work some nights and most Saturdays.

### Language Skills:

Ability to read, analyze, and interpret information. Ability to communicate through writing and process feedback. Ability to effectively present information, respond to questions, and communicate information one-on-one and in group situations to other employees, students, and/or prospective students.

### Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference, and volume.

### Acknowledgment:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

### Acceptance:

I have read this job description, understand, and accept these duties, and agree to carry out the assigned duties to the best of my abilities in the best interest of Clarks Summit University and my coworkers. I have also read, understand, and will, to the best of my abilities, follow and adhere to the Clarks Summit University management structure, Clarks Summit University's mission, and Clarks Summit University's policies. I will respect those above and under my leadership according to Clarks Summit University Standards of Conduct, Employee Handbook, and Confession of Faith.

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Employee:

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Direct Supervisor:

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Signature/Date:

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Signature/Date:

