



PROGRAM MANAGER/HEAD FOOTBALL COACH

DEFINITION

Under general direction, provides leadership and oversight for the implementation and administration of programs, including grants and/or other projects; manages, coordinates, and provides leadership for the successful operations of state and federal programs; coordinates program services; works as a liaison with college departments, local school districts, community leaders, and agencies/organizations which provide resources to students; ensures compliance with all federal and state program requirements; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory management personnel. Exercises direct supervision over professional, technical, administrative support staff, and student workers.

CLASS CHARACTERISTICS

This classification is responsible for one or more programs related to ongoing District operations, initiatives, and services ensuring alignment with the attraction, retention, and academic success of students. Incumbents are responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; preparing and implementing program budgets; supporting and analyzing programmatic practices and procedures; and developing and implementing recommendations for program operational or procedural improvements. Incumbents serve as a specialist, liaison, and advocate for the assigned program(s) requiring the use of initiative and resourcefulness, considerable independent judgment, and regular contact with program stakeholders.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Duties related to Head Football Coach: Plan, organize, direct and monitor all activities of the intercollegiate Football program including the recruitment, conditioning, training, practices, academic eligibility and athletic transfer preparation, and behavior/conduct of student athletes in the program; ensure compliance with all regulations, rules, procedures and policies for the program as established by the CCCAA, SCFA, and Victor Valley College; develop and monitor the program budget; promote Victor Valley College athletics in the community; maintain a close working relationship with local high school coaches.
- Organize and execute an aggressive recruiting program of district high school student-athletes.
- Actively participate and support high school visitations; individual contacts with the athlete and his parents; home visits; follow-up correspondence; campus visits by athlete; articulate recruiting activities with interested four-year coaches; communicate with all prospects informing them of registration procedures, admission testing.
- Under the supervision of the Director of Athletics, leverages student athlete data and information to connect at-risk students to resources and appropriate VVC personnel (i.e. counselors and student support services) to improve student success
- Coordinates with faculty regarding student attendance, behavior or other activities that might become obstacles to student success.
- Acts as the main liaison between participating student athletes, coaches, counselors, and administrative staff; involves conducting general follow-up via telephone and e-mail related to inquiries received.

- Assists with managing the student athlete study hall and works with tutoring centers on ways to connect student athletes to necessary help.
- Maintain membership and participate in meetings at the local and state associations.
- Actively and adequately fundraise and support athletic department functions.
- Serve as lead home contest administrator for all sports as necessary.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to management.
- Assists the Director of Athletics with the collection and reporting of student data to measure and evaluate student success, including retention and persistence rates, passing rates, high school graduation rates, academic achievement scores, and college entrance information.
- Contact four-year coaches about present student-athletes who have a desire to attend their institution.
- Respond to correspondence and questionnaires from four-year schools and professional teams that request information about our student-athletes.
- Attends and participates in professional group meetings and various committees and advisory groups to provide input on program operations and student needs; stays abreast of new trends and innovations in the attraction, retention and success of students.
- Full-time head coaches shall be responsible for the following duties as assigned.
 - Game management
 - Assisting with new coach orientation/mentoring
 - Must be able to work evenings and weekends as work necessitates and as assigned.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable laws, codes, regulations, policies, and procedures, including California Community College Athletics Association (3C2A) bylaws and regulations and Title IX
- Operations, services and activities of an intercollegiate sport program
- Methods and techniques of leadership and management.
- Public relations principles and techniques.
- Interpersonal skills, using tact, patience, and courtesy.
- Educational and tutorial programs.
- Oral and written communication skills
- Principles and practices of administration, supervision, and training.
- Facility rental strategies.
- Facility maintenance, use, planning and safety regulation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of leadership.
- Budget principles and practices.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Community resources available to meet student needs.
- Methods and techniques of developing business, administrative and technical reports, correspondence and presentations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.

- Techniques for effectively representing the district in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for assigned programs.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Work with community groups to provide services to students.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Performs other duties as assigned.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in education, physical education, kinesiology, or a closely related field.

Experience:

- Five (5) years coaching experience at the collegiate level; preferably in the designated sport.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

The position will continuously require the ability to communicate to conduct meetings, moving/lifting of equipment for set up of athletic events, community outreach activities, enforce compliance with regulations governing operations. The position will frequently exhibit the ability to stand, walk, and run during supervision of athletic events. The position will frequently exhibit the ability to sit and use fine manipulation to grasp and operate athletic equipment, use general office equipment, and operate a computer. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds.

ENVIRONMENTAL CONDITIONS

Office environment, outside working environment, athletic training room campus and athletic event environment; subject to driving to a variety of locations to conduct work during day and evening hours. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.