

College of the Redwoods

Position Description

Position: Head Football Coach/Assistant Athletic Director	Position Number:
Department: Physical Education	FLSA: Exempt
Reports to: Director of Physical Education & Athletics	Salary Grade: 124

Summary

Under the direction of the Director of Athletics the Head Football Coach/Assistant Athletic Director is responsible for the development and maintenance of an effective and competitive California Community College Athletics Association (CCCCAA) Football Program. This position will be responsible for the planning, organizing and directing of all football activities. The position will also be responsible for assisting the Athletic Director with scheduling, promoting, marketing and coordinating of athletic program events, fundraising efforts and serving as a liaison between the Director of Athletics, personnel, outside agencies, vendors, boosters, students and parents.

Essential Duties and Responsibilities

- Serve as Head Coach of the football program which includes fall and spring training.
- Oversee the direction of football activities, coach the team at games, and adhere to all regulations, rules, procedures and policies as established by the CCCCCA, the Northern California Football Conference, the NCAA, and the Redwoods Community College District.
- Administer, direct and supervise all operational aspects of the football program including facilities, schedules, student-athlete eligibility, physical examinations, equipment, transportations and insurance.
- Recommend for hire, supervise, and evaluate assistant coaches and other staff associated with the football program.
- Work with the Director of Athletics to develop short and long-range planning for the overall student success initiative, including student academic progress, matriculation, degree completion and transfer; and for the success of the athletic program at the local and state levels.
- Oversee outreach and student recruitment for the football program, including planning and coordinating student recruiting visits and coordinating the recruiting database and notification system.
- Collaborate with instructional and non-instructional faculty in order to achieve student success and retention.

- Develop, allocate and monitor the football program budget and ensure compliance; approve and direct the purchase of equipment, supplies, and materials connected with the sport program.
- Assist the Director of Athletics with the overall fundraising/sponsorship initiatives and other related activities.
- Direct and participate in the preparation and distribution of a variety of statistical and narrative reports for college sponsored athletic web based pages and local media outlets. Record and file items related to football operations; compile sport program statistics and reports as required.
- Assist in ensuring continuity, equity and compliance within the football program.
- Remain current on all new CCCAA legislation impacting the program and keep program staff informed.
- Establish and maintain environment conducive to the welfare and academic success of student-athlete that fosters collaboration with students, faculty, staff, administrators, alumni and the community.
- Represent the Athletic Department at community events as directed.
- Other duties as assigned.

Qualifications

Knowledge and Skills

Knowledge of the applicable laws, codes, regulations, policies and procedures, including CCCAA bylaws and regulations and Title IX. Operations, services and activities of an intercollegiate football sport program. Methods and techniques of leadership and management. Public relations principles and techniques. Interpersonal skills, using tact, patience and courtesy. Knowledge of educational and tutorial programs. Budget preparation and control. Principles and practices of administrations, supervision and training. Facility maintenance, use, planning and safety regulations.

Abilities

Ability to plan, organize, control and direct intercollegiate football sport program. Serve as liaison between administrators, personnel, parents, students, outside agencies and the community. Communicate effectively. Interpret, apply and explain rules, regulations, policies, and procedures. Establish and maintain cooperative and effective working relationships. Operate a computer and other assigned software. Analyze situations accurately and adopt a plan of action. Meet schedules and timelines. Work independently with little direction. Plan and organize work.

Physical Abilities

Dexterity of hand and fingers to operate a variety of machines and equipment, standing and working for extended periods of time, bending at the waist, kneeling or crouching, hearing and speaking to exchange information, and lifting objects weighing up to 50 pounds. Working Conditions Indoor and outdoor environment. Travel within and out of district. Contact with blood and other body fluids, contact with abusive or aggressive individuals. Ability to work weekends and evenings.

Education and Experience

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students. This position requires a bachelor's degree from an accredited institution and three to five years coaching at the collegiate level in the assigned sport.

Licenses and Certificates

Valid CA drivers license. Class B driver's license with P (passenger) endorsement is required as a condition of employment. The Class B license must be obtained within sixty (60) days of employment.