

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
MARCH 2022

POSITION TITLE: Head Coach (0.5 appointment) – Rodeo

DIVISION: Athletics

DEPARTMENT: Intercollegiate Athletics

SUPERVISION RECEIVED: Athletic Director

SUPERVISION EXERCISED: Assistant and Part time Coaches, student employees

SUMMARY OF WORK: The Rodeo Coach is responsible for all aspects of their assigned sport including but not limited to budget management, recruiting, eligibility, compliance, NIRA documentation, public relations, scheduling, travel, awarding of scholarships, roster management, managing assistant coaches, organization of practices and all home games, camps, fundraising, coaching, player development, and other duties assigned by the Athletic Director. The college expects head coaches to promote and develop leadership, citizenship, academic excellence, athletic competitiveness, and community engagement.

The head coach is instrumental in recruiting and retaining prospective student athletes to create a competitive team comprising student-athletes who develop into effective players, leaders, citizens, and scholars. The recruitment process entails research of high school and transfer prospects, travel to events to observe and evaluate athletes' potential and talent, interaction with high school coaches and prospective students' parents and family members, coordinating and conducting campus visits, and executing letters of intent. The work also requires the ability to plan and execute a practice regimen that develops player and team skills, engages student-athletes in an appropriate strength and conditioning program, and balances commitment to the team with academic and civic commitments.

The head coach interacts with a wide variety of people in a professional and enthusiastic manner such as students, student-athletes, and fellow employees. The head coach interacts frequently with program volunteers, representatives of the Dawson College Foundation, members of the press, parents and prospective students, fans and the public.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of all Dawson Community College job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Maintain a high degree of professionalism and confidentiality as this position represents Dawson Community College in a variety of venues. Must adhere to all Federal and state laws and institutional policies regarding confidentiality of student records (FERPA).
- Perform all coaching duties and maintain minimum roster numbers necessary to maintain a competitive intercollegiate athletic team.

- Coordinate with Enrollment Management to learn about our College and Programs for recruitment purposes.
- Coordinate with Deans of Student Success and Academics to ensure academic and student success.
- Effectively motivate, teach, develop, and supervise students from diverse backgrounds and with various levels of maturity by developing and maintaining professional and appropriate relationships with student-athletes and students involved with the team.
- Recommend team's annual budget and manage the funds allocated to the assigned team, including tuition waivers and scholarships.
- Recruit and supervise assistant coaches and volunteers.
- Oversee college and rented facilities and help ensure they are well maintained and safe for practice and competition.
- Appropriately represent the college during competition, team travel, recruitment, and when interacting with the press and the public.
- Attend department and college meetings, commencements, visit days, orientations, and other events.
- Contribute to the overall operation of the Intercollegiate Athletics department by working collaboratively with fellow coaches and college administrators.
- Contribute content to ensure the Intercollegiate Athletic department website is current and informative.
- Work with the Sports Information Director to upload statistics to NJCAA/NIRA website for home games and to coordinate statistics and proper reporting for away games as well as coordinate local and national media.
- Coordinate and/or take photographs for department and college use.
- Nominate players and teams for sport, conference, and regional awards, polls, honors and special recognition.
- Assist with the development of team media guides.
- Participate in the enhancement of game-day atmosphere through music, event marketing, special appearances, and promotions.
- Assist with game film production and exchange.
- Maintain list of individual and team performance records.
- Schedule and maintain office hours as required.
- Conduct oneself with the highest integrity in all dealings and represent the college in a positive manner.
- Perform other duties as assigned.

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

PERFORMANCE STANDARDS:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach to fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices and reporting hierarchy.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
- Assessment – Assesses annual performance and works closely with Supervisor.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Dawson Community College is an equal opportunity provider.

Required Qualifications:

- Earned Bachelor's degree and 3 years of coaching/recruiting experience or equivalent combination of education and experience.
- Excellent team leadership and management skills, including ability to motivate, build consensus, evaluate performance, and facilitate training and professional development.
- Maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Demonstrated high quality oral and written communication skills.
- Ability to travel and work evening and weekends, as necessary.
- Must have valid Montana driver's license.

Preferred:

- Master's Degree

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter

- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
hr@dawson.edu
406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: mhull@dawson.edu Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____

DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____

DATE: _____

