

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Head Women’s Lacrosse Coach and Manager, Equipment Operations

**Division:** Enrollment Management & Marketing

**Department:** Athletics

**Location:** Costello Sports Complex, Gorham

**Schedule:** 10-month, mid-August through mid-June, flexible including nights and weekends

**Reports to:** Associate Director of Athletics

**STATEMENT OF THE JOB:**

The Head Women’s Lacrosse Coach is responsible for the overall organization, administration and development of the USM women’s lacrosse program.The women’s lacrosse coach will provide leadership and guidance to team members and create an environment where student-athletes are challenged, supported, and can experience success while growing as individuals. The women’s lacrosse coach will attend department meetings, support departmental and institutional initiatives, work to support student success, be involved in community service and outreach activities, conduct fundraising activities as approved by departmental administration and will be focused on student satisfaction, customer service, and take part in annual program review. The women’s lacrosse coach will represent the department, and institution at University, state, regional and national conferences and meetings.

 In addition, this position will also serve in the role of Manager of Equipment Operations. In this role, this person is responsible for managing and overseeing the maintenance of all athletic and sports equipment for the University’s intercollegiate athletic sports programs including working and staffing the equipment room, performing laundering services, maintaining inventory records, ordering necessary supplies and overseeing equipment room operations. The successful candidate will also work closely with members of the athletic staff, internal group rentals and external group rentals to help oversee and manage athletic facilities, monitor risk management concerns and assist with the day-to-day functioning of the Costello Sport Complex and external fields and facilities

**ESSENTIAL FUNCTIONS – Head Women’s Lacrosse Coach**

* Develop and effective recruitment program that attracts talented student-athletes within the guidelines of NCAA rules and regulations
* Create an environment that supports student success and civility
* Prepare team members for practice and intercollegiate competition
* Plan and direct all practice sessions and team meetings
* Coach the team at all games and scrimmages
* Coordinate travel plans for all away contests and accompany the team bus or mini-bus on all trips
* Submit a preliminary team roster to the Compliance Officer & Head Athletic Trainer as requested
* Ensure compliance requirements for all student-athletes in the program
* Monitor the academic progress of student-athletes and support study table for all first-year student-athletes
* If necessary, report all contest information to the Athletic Media Relations staff following each game or event
* Promote civility and sportsmanship among your team members
* Project a positive image and conduct oneself in a manner that brings credit to the Athletic Department and the University
* Follow University and Athletic Department guidelines, policies and procedures
* Work with the scheduling coordinator annually to develop the full schedule within NCAA regulation.
* Continue to stay informed on rule changes and continue to improve knowledge on new trends to work to stay competitive within women’s lacrosse
* Attend Athletic Department meetings
* Assist the director and administration with special events and programs as appropriate
* Coordinate with the SID to gain visibility and publicity for the program
* Maintain a file that includes informational data on each student-athlete
* Engage in public service and community outreach activities

**ESSENTIAL FUNCTIONS – Manager, Equipment Operations:**

* Establishes, maintains and reconciles accurate uniform and equipment inventories, and oversees the maintenance of all inventory records for the program.
* Works with Coaches to determine needs and generates purchase orders to acquire athletic and sports equipment.
* Assist with monitoring of athletic facilities and building management during days, evenings and weekends.
* Hire, supervise, schedule and coordinate the work of work study students to assist with equipment room daily operations.
* Oversees and assist with the collection, maintenance, and distribution of athletic game and practice gear
* Assist with minor repair, preventative maintenance and cleaning of equipment and supplies including safety gear (lacrosse and ice hockey helmets)
* Ensures that all uniforms and related apparel and equipment are maintained in a clean and serviceable condition
* Demonstrated experience and understanding of customer service
* Developed judgment and problem-solving skills
* Assist with building management of Costello and with opening and closing of building
* Maintain overall organization and cleanliness of Costello Field House including Athletic Equipment service and storage areas
* Report issues and problem solve when possible
* Assist with the set-up and break down of internal and external events if needed
* Act as a site supervisor for various internal and external rentals if schedule allows
* Assist with evaluation of risk management concerns at internal and external events
* Additional duties as reasonably assigned

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

*(Eliminate any that do not apply)*

* Direct responsibility for safety and security of student employees and visitors on property.

 *•*  CPR/AED certified

 • Compliance with NCAA Rules and Regulations

* Responsibility to regularly handle cash or cash equivalents.
* Broad access, including but not limited to key swipe card access to athletic facilities
* Indirect responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.
* Ability to drive a University vehicle and provide proof of a valid driver’s license.
* Ability to drive colleagues, students or others and provide proof of a valid driver’s license.
* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
* Work on externally funded projects.

**SUPERVISORY RESPONSIBILITIES:**

* Supervise assistant coaches, team members, interns, volunteers and work study students that are involved with the women’s lacrosse program, equipment/building operations.

**BUDGET RESPONSIBILITIES:**

* Adhere to the annual budget allocation for the Women’s Lacrosse program
* Submit all potential purchases to the Associate Director of Athletics for approval
* Complete travel vouchers on a timely basis and return funds in accordance with UMS, University and Departmental policy
* Maintain positive balances in all accounts
* Adhere to cash handling policies and procedures as well as departmental requirements
* Follow appropriate purchasing guidelines and submit all purchase orders to the Athletic Director or direct supervisor for approval
* Distribute per diem funds and ensure appropriate documentation for each recipient
* Adhere to appropriate procedures for use of the purchasing card
* Request pre-approval for all fundraising activities and provide back-up

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:**

* Assume an active role in related professional organizations including LEC conference meetings
* Hold membership(s) in appropriate state, regional and national organizations
* Offer camps, clinics, presentations and workshops to promote USM Women’s Lacrosse
* Engage and become active in community programming

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** Athletic Coaches, Facilities Management, Athletic Playing Surfaces Supervisor, Ice Arena Manager, Director of Athletics, Associate Director of Athletics, Compliance Officer, Game Management, University Community including Admissions, Advising Services, Student Affairs and Learning Commons

**External:** High School Coaches, Summer league coaches, youth and club organizations; External users of all facilities, visiting teams, spectators and visitors at all events

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Strong Interpersonal and organizational skills
* Competency with Microsoft office
* Ability to serve as a team player

**QUALIFICATIONS:**

**Required:**

* Bachelor’s degree or equivalent combination of education and experience with an emphasis on teaching, coaching or leadership
* A minimum of three years of coaching experience at the high school, club or college level
* Experience working with students in a team or sports setting
* Strong Interpersonal skills
* Strong work ethic and a commitment to student-athletes
* Commitment to student development and student success

**Preferred:**

* Master’s degree with emphasis on teaching, coaching or leadership
* A minimum of three years of coaching experience at the college level
* Previous experience working with college student-athletes
* Experience working in equipment room operations
* Experience working with student-athletes in a learning community
* Teaching and sports camp experience

**License/Certifications:**

N/A

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as checked above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

**HR Use Only**

**Date Approved: 4/27/2021**

**Date Revised:**

**Job Family: 16**

**Salary Band: 03**

**Unit: UMPSA**

**Employee: Vacant**

**Position #: 00011930**