

# JOB DESCRIPTION



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**Position Title:** Head Coach - Rodeo

**Department:** Athletics

**Employment Category:** Coaches

**Primary Location:** Douglas Campus

**FLSA Classification:** Exempt

**Remote Work Eligible:** No

**Parameters:** Full-time; 10 months/year

**Pay Grade:** Coach

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**Position Summary:** The Head Rodeo Coach is responsible for overseeing all aspects of coaching the highly competitive NIRA rodeo program.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:  
Provides quality coaching and instruction to students participating in the college rodeo program; develops, implements, and teaches related rodeo program curriculum; enforces safety regulations and procedures through supervision of students

Plans, directs, and coaches an intercollegiate men's and women's rodeo program; develops student athletes fullest potential while being regionally competitive and ethically run; ensures NIRA rules and regulation compliance; recruits rodeo team members and assists them in meeting individual and team goal; recruits student athletes who have the ability to achieve academic and athletic success; supports general student recruitment in cooperation with the admissions office

Supervises and coordinates rodeo events and activities, including attending scheduled rodeo practices, classes and NIRA Grand Canyon Region rodeos and College National Finals Rodeo; coordinates and ensures rodeo stock and arena are well maintained

Provides ongoing oversight of student athlete's conduct both in and out of the arena; assists with conflict resolution; provides guidance with negotiating campus processes such as registration, financial aid, residence life; assists with the development of positive interpersonal relationships including campus integration with other students and faculty

Assists in developing the rodeo program annual budget, monitors expenditures including allocation of scholarships, and develops and implements a successful fund raising plan to meet program needs, goals, and objectives

Works with Director of Athletics to schedule events, travel; develops an event management plan for each home rodeo; provides information to Public Information Officer for press releases, season previews, hometown news articles, rodeo program web site, and feature stories to various media in compliance with the college's and the NIRA's policies and procedures; attends assigned college, department, and division meetings as required;

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally,

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employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree from a regionally accredited institution of higher learning recognized by the US Department of Education  
Three years' college rodeo experience, preferably college coaching experience  
CPR and First Aid Certification or ability to obtain within six months  
Valid driver's license and the ability to be insured to drive college vehicles required

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of intercollegiate rodeo program  
Knowledge of and skill in use of computers and software applications, specifically Microsoft Office  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information  
Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision making processes  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public  
Skill preparing, monitoring and maintaining budgets  
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public  
Strong personal work ethic and high level of personal integrity

**Work Environment:** Work is primarily performed under limited supervision in a rodeo arena under limited supervision and in a variety of climatic conditions. Includes exposure to rodeo livestock, dust and associated hazards. Travel is required. Working early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, large motor skills, ability to communicate.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Athletic Director

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.