

Head Lacrosse Coach/Athletic Administrator
Simmons College

Direct Link: <https://www.AcademicKeys.com/r?job=106170>

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Posted Apr. 26, 2018, removed Aug. 27, 2018

Job Title	Head Lacrosse Coach/Athletic Administrator
Department	
Institution	Simmons College Boston, Massachusetts
Date Posted	Apr. 26, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories Coach
Academic Field(s)	Athletics
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Job Description	

Head Lacrosse Coach/Athletic Administrator

R04218

The Head Lacrosse Coach/Athletic Administrator is responsible for directing, organizing and administering all aspects of the NCAA Division III Lacrosse Team program; including the recruitment and development of players, practice & game preparation, coaching, academic monitoring, team fund budget oversight, team fundraising strategy, supervision of assistant coaching staff, equipment maintenance, submit budget requests, manage team fund budget and community service learning, and public relations. They will maintain a Student Affairs perspective while developing a competitive NCAA Division III athletic program and uphold the mission of the Athletics Department while adhering to all NCAA, GNAC conference and institutional policies.

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Essential Functions:

Conduct all official practices and games:

- * Conduct a challenging pre-season (with double sessions), traditional season and off-season practice & games schedules.
- * Teach individual athletic game skills.
- * Teach individual and team game strategies.
- * Scout athletic team opponents.
- * Develop positive team dynamics.
- * Manage team fundraising activities.
- * Manage team fund.
- * Suggest team schedule changes.
- * Manage all administrative aspects of team travel trips.
- * Maintain a competitive roster within NCAA squad size limits.
- * Implement all NCAA, and athletic conference policies.
- * Abide by College policies and mission.
- * Assist with team meal, travel and lodging requirements.

Coaching:

- * Implement knowledge of the game during practice and competition.
- * Demonstrate good organizational skills.

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- * Develop teams which are competitive within the conference, region and nationally.
- * Balance academic and athletic demands on athletes appropriately.
- * Develop and maintain interest in the program.
- * Exhibit professional behavior on and off the court/field.
- * Increase numbers of student participation where needed.
- * Implement a variety of motivational strategies.
- * Provide a framework for athletes to perform to their potential.
- * Serve as a role model for athletes.
- * Develop mutual respect between athlete and coach.
- * Develop and improve skill levels of all student athletes.
- * Develop athlete-directed motivational strategies.
- * Participate in post-season competition.
- * Create good rapport and communication with athletes.
- * Assure physical conditioning and healthcare of the athlete by working cooperatively with the athletic training staff.

Communication:

- * Maintain good public relations with community, alumnae/i, parents and public.
- * Delegate responsibility to staff appropriately.
- * Develop and maintain mutual respect for colleagues within the department.

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- * Behave in a manner that reflects well on the institution.
- * Meet appropriate deadlines.
- * Support College, department, and colleagues' efforts.
- * Support and carry out department and college policy.
- * Maintain open communication with department colleagues.
- * Articulate and contribute to the goals of the college and department.

Program Management:

- * Submit team budget proposal.
- * Maintain equipment and uniform inventory.
- * Be attentive to forms, entries, evaluations, and all program and department deadlines.
- * Use proper judgment to assure the highest possible safety standards.
- * Be knowledgeable of and implement all department, athletic conference and NCAA regulations.

Coordinate recruitment process of student athletes in accordance with NCAA guidelines and Simmons College academic standards.

- * Attend all scheduled Admissions open house and reception recruitment events.
- * Contact recruits by telephone, email and written communications throughout the recruitment process (July- May).
- * Organize on campus overnight recruiting visits.
- * Scout summer camps, championship and/or all star athletic events for high school athletes.

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- * Develop student athlete recruitment strategy aligned with College goals.
- * Develop and conduct a successful student athlete recruitment strategy which adheres to Simmons Admissions.
- * Submit recruiting trips for approval.
- * Implement the NCAA celebratory signing process for student athlete recruits.
- * Implement NCAA early signing process for student athlete recruits.

Prepare team budget requests:

- * Submit team budget request & propose uniform and equipment needs.
- * Submit team fundraising proposals for expenses and fundraising activities.
- * Establish team fundraising goals and manage team fundraising activities.
- * Submit team deposits.
- * Maintain a balanced team fund account.

Solicit assistant coach applicants:

- * Recommend assistant coach for hire.
- * Supervise assistant coach and student team managers.

Athletic Administration secondary duties:

- * Major Athletic Administration duties as assigned.

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* Manage one major aspect of Athletic Department Administration (as assigned) such as team travel, officials assigning, Sports Center staff supervision, Sports Center reservation and rental agreements, transportation, home game management, facilities upkeep, athletic team schedules.

Conduct retention efforts:

- * Provide Student athletes with on campus student service resources.
- * Conduct individual athlete meetings at least three times each season.
- * Oversee student athlete academic eligibility.
- * Complete team NCAA compliance process.

Requirements:

- * Bachelor's Degree
- * Minimum of 3 years experience
- * Collegiate athletic playing experience and success at college coaching experience
- * Valid driver's license
- * Demonstrated ability to recruit academically qualified high caliber athletes.
- * Extensive travel is required
- * Be knowledgeable of and carry out all NCAA, GNAC, College, and department policies

Instructions to Applicants: Please submit a resume and cover letter in the Resume/CV section of your application.

As a College committed to diversity, Simmons encourages applications broadly. Simmons is an equal

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opportunity employer and is committed to continuing to develop a more diverse faculty, staff, student body and curriculum.

To apply, visit [url=http://apptrkr.com/1208629]https://simmons.wd1.myworkdayjobs.com/en-US/Simmons-Careers/job/Residence-Campus---Boston-MA/Head-Lacrosse-Coach-Athletic-Administrator_R04218

Located in Bostons historic Fenway area, Simmons College is a small, private, non-sectarian College which has educated students for enriching careers and purposeful lives since 1899. Working at Simmons means joining a collaborative, diverse and mission-driven community of educators and professionals.

We prepare students to be leaders for themselves, their communities and the world. Our faculty and staff members lead by example - sharing a commitment to excellence and putting the students first.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Simmons College

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