



**Title:** Head Coach Archery/Community Liaison for Athletics

**Date:** March 2024

**FLSA Status:** Exempt – Full-time, 12-month position

**Salary:** \$38,000-\$42,000

**Reports to:** Director of Athletics

**Job Summary:** Reporting directly to the Director of Athletics and Vice President for Student Life and Enrollment, the incumbent will oversee all aspects of the collegiate archery program, ensuring alignment with established goals and objectives. Additionally, the role entails upholding rules, regulations, and compliance standards set forth by Cottey College and the USA Archery Association (USA Archery). Other duties include providing community service/fundraising support for the athletic department. This role will include, but is not limited to, assisting with departmental fundraisers, obtaining sponsorships, organizing community service activities, and promoting Cottey Athletics with the greater Nevada community and surrounding areas.

**Duties and Responsibilities:**

- Administers Cottey's varsity athletic program ensuring a professional approach to program organization with an emphasis on academic experience.
- Recruits and maintains squad size as required by the Vice President of Student Life and Enrollment and Director of Athletics.
- Ensures the safety and maintenance of all archery equipment and facilities, including practice areas.
- Coordinates and develops the archery program.
- Instructs student-athletes on proper shooting skills, safety protocols, and sportsmanship.
- Enforces archery rules and regulations.
- Organizes and directs local, regional, and state archery tournaments, encompassing youth programs, elementary/high school events, regional tournaments, and state qualifiers.
- Generates additional revenue for the college through the archery program and its summer programming efforts.
- Regulates and organizes individual and team practices.
- Schedules contests with other institutions within budgetary guidelines.
- Prepares the archery range before and after practices/contests.
- Organizes travel accommodations for off-campus archery events.
- Manages the program budget.
- Supervises student-athlete academic progress weekly.
- Supports the Athletic Director in departmental fundraising and community service activities.



- Assists with the organization of two athletic department fundraisers: Comet 5K and Fun Run and Swing for the Green Golf Tournament.
- Organizes community service activities for the Comet Day of Service and MLK Day of Service
- Coordinates community service activities for individual student-athletes and athletic teams as requested from outside entities.
- Tracks community services hours for individual student-athletes, team totals, and departmental totals annually.
- Represents Cottey College by regularly attending community group luncheons, such as Rotary, Lions Club, and Kiwanis
- Distributes marketing materials to community businesses and agencies in promoting Cottey athletic events.
- Assists the Director of Athletics with community engagement activities at athletic games and events.
- Assists the Director of Athletics with faculty/staff and student engagement activities and events.
- Performs other duties as assigned.

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

- Technical Skills: Proficient in using tools, equipment, and technology for process enhancement.
- Customer Service Orientation: Establishes positive relationships, responds promptly and courteously to needs.
- Work Organization/Time Management: Prioritizes tasks, develops work plans, and completes tasks in a timely manner.
- Ability to work in a high-performance, fast-paced environment.
- Civility: Demonstrates respect, open-mindedness, and concern for the well-being of the college community.
- Dependability/Following Direction: Maintains good attendance, fulfills responsibilities, and follows instructions.
- Initiative: Self-motivated to achieve job objectives efficiently and creatively.
- Written/Oral Communication: Communicates clearly and accurately with attention to detail.
- Professional Style/Presence: Exhibits appropriate professional appearance and demeanor consistent with a collegiate environment.
- Leadership: Demonstrates leadership skills.
- Physical Ability: Capable of bending, stooping, climbing stairs, and lifting a minimum of 50 pounds. May be required to sit, walk, or stand for long periods and exposed to natural weather conditions.

#### **Credentials and Experience:**



- Possession of a bachelor's degree in physical education, Kinesiology, or related field from an accredited college or university.
- Three years professional experience in teaching/coach archery at the high school or collegiate level.
- Possession of Basic Archery Instruction (BAI) Certification. Level 2 USA Archery certification preferred.
- Must possess and maintain First Aid/CPR certification within thirty (30) days of employment.
- A commitment to education of women at a single-sex institution and the advancement of women in a collegiate sports program.

**SPECIAL REQUIREMENTS:**

- Ability to work 40+ hours per week including nights and weekends as needed.
- Possession of a valid Missouri motor vehicle operator's license (class E), and willingness to use personal vehicle in the course of employment.