

Warren Wilson College

Position Description

POSITION TITLE: Associate Athletic Director/Head Men's Soccer Coach/Facilities Manager

DEPARTMENT: Student Life

REPORTS TO: Director of Athletics and Adventure Sports

POSITION SUMMARY:

The Associate Athletic Director assists the Athletic Director in developing policies, evaluating coaches and staff, managing the budget, facilities maintenance, supervising a student-work crew, and monitoring the work, service, and academic progress of students involved in the athletics and adventure sports program. The Associate Athletic Director also serves as the Head Men's Soccer Coach and Facilities Manager.

SPECIFIC RESPONSIBILITIES:

1. Assists in developing and implementing a long-term plan for the Department of Athletics and Adventure Sports.
2. Coordinates field maintenance schedules with the Landscaping Supervisor and serves as a liaison between the Athletic Director and the Landscaping Supervisor.
3. Co-directs a work crew of approximately 15 students. Assists in developing and overseeing work projects for student crew, coordinate work schedules for crew including game day events.
4. Serves as a liaison between College and the medical community regarding scheduling of trainers, insurance company representatives, parents of student athletes and student-athletes.
5. Works closely with the Admission Office and the Athletic Faculty to recruit qualified student-athletes.
6. Assists in game day management for Athletic Events, which include frequent evenings, and home/away weekend events.

Head Men's Soccer Coach:

1. Plans and implements a program that ensures psychological, physiological and emotional development of the WWC Student-Athlete.
2. Schedules intercollegiate contests. Considerations involved in scheduling are travel time, competition between like opponents, and realistic demands placed on student-athletes.
3. Plans and implements a systematic recruiting program under the direction of the Athletic Director and the Dean of Admission.
4. Follows all rules and regulations of the Athletic Department Staff as written in the college handbook, and the recommendations of the Athletic Advisory Committee.
5. Assists in continuing to build relations with WWC alumni.

WORKING CONDITIONS:

1. Frequent evening and weekend work.
2. Office environment in athletic area.
3. Travel required.

QUALIFICATIONS:

1. Commitment to the College's mission and the mission of the Athletic Department.

2. Minimum of three years of administrative and supervisory experience which included facilities and field management; experience in budgeting, renovation, construction, scheduling, rescheduling and fund-raising also necessary.
3. A background in college coaching and playing intercollegiate soccer.
4. Bachelor's degree required.