



Job Description

Wrestling Coach/Residence Life Coordinator

JD: 2316
Pay Grade: G07

Employment Status: Full-time

FLSA Status: Exempt

Required: Must reside on campus in provided apartment.

Experience Required: Minimum one (1) year's professional experience in the administration of college athletics. Minimum (1) years' experience coaching at the collegiate level.

Minimum Education Requirements: Bachelor's Degree

Direct Supervisor: Assistant Director of Student Development & Athletic Director

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Office setting, sports facilities, residence halls. And campus setting.

Certification: CPR, First Aid,

Job Summary: This position is responsible for all facets of the wrestling program including recruitment, coaching, scheduling, transportation, and fundraising. This position is responsible for all facets of eligibility. This position also assists with game management of athletic home events, camps/clinics, and fundraising efforts. Residential Coordinator is a live-in position and is responsible for overseeing the students in the Residence Halls and assists in the development and implementation of various duties assigned in the residential community.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

Residence Life:

1. Assist the Director of Student Life in providing a safe and secure environment for all students.
2. Work collaboratively with a student staff to build a residential community based on mutual respect, accountability, respect, and civility.
3. Provide residence hall environments that enhance the physical, social, intellectual, and emotional growth of students.
4. Work cooperatively with the Director of Student Life or designee, as well as the Dean of Student Affairs, to address student conduct issues in accordance with the Student Code of Conduct and principles of due process.
5. Assist with the development and revision of residence life policies to foster a safe environment.
6. Assist the Director of Student Development with managing the administrative aspects of a comprehensive residence hall program including occupancy, keys, security, retention, room damage issues, room changes, residence hall improvements, and completing reports.
7. Conduct routine building inspections and ensure that the buildings comply with safety/health standards.
8. Oversee the completion of work order requests.
9. Participate in a duty rotation with the other residence hall staff, excluding student staff, to provide on campus residence hall coverage 24/7.
10. Provide crisis intervention and conflict resolution for resident students.
11. Assist the Assistant Director of Student Development in developing student programs for the campus community, including, but not limited to: Intramural teams, recreational events, club sports, Welcome Week, Spring Fling, late night programming and other events.
12. Work with the student staff in the implementation and evaluation of creative and quality programs for residents which supports the College and Residence Life mission.
13. Assist the Assistant Director of Student Development oversee student staff-



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14. Recruit student staff candidates and work with the Assistant Director of Student Development to identify, interview, hire, and train student staff.
15. Meet regularly with the student staff both individually and as a group to ensure open communication.
16. Assist the Director of Student Development and Assistant Director of Student Development in summer conference program operations including organizing staffing, building preparation, check-in and check-out processes, liaison with Facilities Department, Campus Security, outside vendors and other involved departments.
17. Proactively manage programming expense accounts; procure goods and services in a fiscally responsible manner and in compliance with College policies.
18. Serve as a member of the CARE team provide crisis management for students.
19. Provide transportation to grocery stores and doctor appointments for students on a rotation with other student life members.
20. Work with the Director of Student Development and the Assistant Director of Student Development to coordinate residence hall openings and closings.
21. Perform other duties as assigned.

Athletics Assistant:

1. Responsible to assist with duties as assigned by the Athletic Directors within the department.
2. Responsible for game management and other athletic events as directed.
3. Responsible for preparing game day flyers and other media as directed.

Coaching:

1. Promote wrestling throughout the county, state, and region.
2. Manage team statistics and forwards them to proper groups or individuals.
3. Collaborate with the Sports Information Coordinator regarding press releases.
4. Conduct all practices during wrestling season.
5. Coach at all intercollegiate wrestling matches.
6. Recruit student athletes to assure an ongoing and complete wrestling team.
7. Responsible for all matters pertaining to academic eligibility of the athletes.
8. Attend contests, maintain contacts and send program information to possible student athletes.
9. Propose and maintain an established budget.
10. Recommend purchase, distribution, and care of equipment, supplies and uniforms as appropriate.
11. Responsible for obtaining qualified officials.
12. Under the direction of the Director of Athletics, work to provide appropriate budget proposals and manage an Agency budget as it pertains to fundraising.
13. Help develop and perform fundraising events for wrestling and athletics.
14. Develop values of discipline and sportsmanship to properly represent Garrett College.
15. Supervision of student athletes during practice, scheduled meets and travel.
16. Manage team statistics and forwards them to proper groups or individuals.
17. Conduct all practices during sport season.

Scheduling:

1. Schedule intercollegiate athletic contests including scrimmages, conference, regional and out of region opponents, including master schedule of all sports.
2. Responsible for sending and maintaining all game contracts including confirmation.
3. Maintain a current database of respective coaches' information and game contracts and follow up as needed.
4. Coordinate schedule of contracts with Athletic Coordinator.



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5. Develop and maintain monthly practice/athletic calendar.
6. Communicate with coaches regarding their schedules.
7. Communicate all changes of schedules through e-mail to entire athletics department and coaches.
8. Confirm all intercollegiate games, times, and location with opposing school 24 hours prior to game.

Transportation:

1. Oversee contracted charter transportation including scheduling, quotes, contracts, and confirmation with vendor.
2. Responsible for scheduling transportation to and from games.
3. Assist in getting quotes and securing charter bus as needed. Provide that information for the yearly athletic budget.
4. Responsible for collection of team travel roster prior to departure.

Competition Operations:

1. Serve as the 'administrator in charge' as assigned by the AD.
2. Resolve operational issues and direct staff as needed for NJCAA intercollegiate functions and camps.
3. Responsible for game day set up and breakdown of intercollegiate contest or camps as assigned.
4. Report overall maintenance of athletics fields and facilities as it relates to playability and safety.
5. Report any ejections, cards, technical fouls, safety issues, injuries, or emergencies to the Director and or appropriate areas immediately.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Personnel, finance, and facilities management.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.
- Sensitivity of opportunities and needs related to students from diverse backgrounds, experience, and cultures.

Skills

- Strong management, leadership, and supervisory skills.
- Strong written and oral communications.
- Establishing and maintaining effective working relationships with students, parents, staff, and members of the public.
- Strong public relations skills, communication, and interpersonal skills.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.

Abilities

- Planning, organizing, and developing programs.
- Commitment to academic excellence and development of personal integrity among student athlete.
- Work collaboratively with members of all constituencies of the College.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of



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responsibility.

- Ability to engage in significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, and pulling.
- Sit while driving two or more hours.
- Lift and carry items weighing as much as 60 lbs.
- This position will require working some evenings and weekends.
- Transportation of students as needed.
- Must be a responsible, intelligent, and caring individual who is able to use reason and moral persuasion effectively and has the personal strength to assert authority and discipline as appropriate.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date