



# WESTMONT

## **Head Men's Soccer Coach (Full-Time, 11 months)**

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### **Athletics**

**Position Summary:** The Head Coach is responsible for all aspects of Westmont's men's soccer program. In addition to on field coaching activities, this job includes administrative, recruiting and fundraising.

**Requirements:** Bachelor's degree required. Prior head coaching experience (any level), or assistant coaching experience at collegiate level is required. Also requires: excellent verbal and written communication skills; effective organization and administrative skills, and the ability to effectively lead a team. Requires personal affirmation of the Christian mission of Westmont College and the Community Life Statement with adherence to its behavioral expectations is required.

### **Responsibilities include:**

- Is directly responsible to the Athletic Director's office which includes the Athletic Director and the Associate Athletic Director.
- Organizes and conducts practice sessions. Ensures proper strength and conditioning program is implemented. Provides written off season plan to players.
- Prepares budget in coordination with the A.D.'s office.
- Orders equipment and supplies for Men's Soccer program by following proper procedure with a purchase order.
- Submits travel requests to Athletics' secretary or Physical Plant for vehicles. Coach should plan departure time for a safe and timely arrival.
- Prepares schedule and submits to Athletic Director's office for approval, with special attention to ensuring that student-athletes miss a minimal amount of class time.
- Furnishes list of athletes, social security numbers, and years of competition to secretary for eligibility forms: obtain signatures of all team members for the NAIA Certificate of Clearance.
- Is in charge of recruiting student-athletes for Men's Soccer.
- Recommends amount of athletic scholarship for all Men's Soccer players. Keep accounting records of all financial aid given to comply with Conference limitations and reporting requirements.
- Provides accurate roster to the Administrative Secretary, Athletics Compliance Coordinator and Sports Information Director at the beginning of each season.
- Utilizes ARMS for maintaining database of recruits, alumni, financial supporters, current team members and other key people.
- Informs all team members of specific eligibility regulations and counsels team members with regard to their responsibility to maintain eligibility.
- Submits check requests for the following items:
  - Food and lodging

- Entry Fees
- Recruiting expenses
- Officials
- Keep Athletic Trainer informed of practice time and specific needs regarding uniforms and laundry items.
- Keeps an accurate inventory of supplies and equipment. An inventory should be completed at the end of season and be made available upon request by A.D.
- With the assistance of the SID's office, administers home events including officials, score keepers, statistics, equipment, field preparation, etc.
- Submits expense reports according to policy for all cash expenditures with receipts.
- Keeps accurate records of Men's Soccer game and report to SID's office.
- Accepts responsibility to know current NAIA and GSAC rules, policies, and deadlines governing Men's Soccer.
- Ensures all Men's Soccer athletes have passed a medical examination (coordinated by the ATC) and have completed all medical/insurance forms.
- Works with ATC and team doctor following an injury to receive clearance prior to resuming activity.
- Is responsible for the conduct, public image and adherence of behavioral expectation of student athletes and the team. If a violation occurs, the coach must inform the AD's office of the violation(s) and disciplinary action taken.
- Ensures that all athletes have signed the Code of Conduct Document each year.
- Attends GSAC coaches meetings.
- Submits paperwork for all conference, all Americans, academic all Americans and special awards candidates.
- Accepts responsibility to work on fundraising in connection with the Athletics Development Director.
- Accepts responsibility to promote the college and the Men's Soccer program in the community and with alumni.
- Works with Admissions office to ensure that applicants interested in Men's Soccer are treated professionally and responded to in a timely manner.
- Provides spiritual leadership to team(s) which is consistent with the Westmont's Christian tradition. The coach plays a significant role in the spiritual development of the student athlete.
- The expectation is that Westmont's athletic teams represent the quality of the institution. The most objective measure of success is Wins and losses. Coaches should lead their program with a strong priority of being successful on the court, but without compromising the College's integrity and overall mission

**Reports to:** Director of Athletics