

**Madonna University**  
**Job Description**

**Job Title:** Head Coach – Women’s Lacrosse  
**Department:** Athletics  
**Reports To:** Athletic Director  
**Level:** 6  
**Prepared:** October 18, 2016

**SUMMARY**

This position is responsible for all aspects of the Madonna University Women’s Lacrosse program and will be expected to abide by and uphold the regulations of the NAIA and WHAC. Development of a competitive program and organizes and conducts practices, conditioning programs and competitive events. Also responsible for managing game day events throughout the year.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Recruits qualified student-athletes who meet the Universities admission requirements. Works with the Athletic Director in compiling the annual recruitment plan to recruit student-athletes. Meets the established recruitment and roster goals.
2. Instructs individual student-athletes with sound principles and expert skills and prepares for games. Sets season goals and motivates student-athletes using techniques that meet the needs of the students and that are consistent with the Madonna University athletic program philosophy.
3. Schedules compliance sessions for student-athletes prior to the start of your season. Monitors and supports student-athletes academic development and progress through graduation.
4. Works with athletic trainers to ensure student-athletes receive proper medical and physical training services. Ensures new student-athletes are cleared with athletic trainer and completes physical forms prior to participation.
5. Responds to media requests via the Sports Information Director in a manner that promotes professionalism and the mission of Madonna University.
6. Collaborates with the Athletic Director and Sports Information Director to promote the program. Maintains current roster and communicates any changes or additions.
7. Manages, monitors and complies with the operating budget. Follows University and departmental policies and procedures.
8. Recruits, trains and supervises practices and competitions of assistant coaches. Conducts annual evaluations of all assistant coaches.
9. Directs maintenance of equipment and uniform inventory, issuance, proper care and sanitation, collection, and storage in designated on-campus facilities.
10. Serves as the primary on-site game manager for all intercollegiate athletic programs which includes development of work schedules for assistants, facility set-up, coordination of referees and officials. Assistance with visiting teams and players, coordination of all pre, in game, and post-game activities.
11. Attends departmental meetings, communicate regularly with the Athletic Director and contribute positively to the betterment of the total athletics program.
12. Represents the University at admission open houses and other events that involve prospective student-athletes, promotes the team and overall athletics program and Madonna University with team alumni, parents and community members.
13. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

Responsibilities may include interviewing, hiring and training; planning, assigning and directing work; addressing complaints and resolving problems.

**MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES TO THIS JOB AT ANY TIME**

**QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver’s license, commercially insurable driving record, and own transportation.

**EDUCATION AND EXPERIENCE**

Bachelor’s degree; three years coaching or playing experience at the collegiate and/or professional level and/or training; or equivalent combination of education and experience. Models integrity, respect, and good sportsmanship at all times and hold assistant coaches and student-athletes accountable for the same behavior.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, use whole numbers, fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Supervisor Approval JK Date 10-20-16  
Initial  
Human Resources [Signature] Date 10/20/16  
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