

# HEAD FOOTBALL COACH

Reports To: Director of Athletics

Position Purpose/Summary:

- Individual must be able to recruit academically qualified and athletically competitive student-athletes and to motivate them to realize their potential in the classroom and on the field.
- The head coach is responsible for planning, developing, and administering his/her program to achieve program, department, and university goals.
- This 12-month position includes, but is not limited to, directing all phases of a successful Division III program and ensuring compliance with NPU, CCIW and NCAA Division III rules.

Essential Responsibilities:

1. Plan, organize, implement, and evaluate recruiting and scouting activities.

- a. Identify, evaluate, and select prospective student-athletes.
- b. Interview and inform prospective student-athletes on matters concerning educational and sport competition opportunities.
- c. Oversee official visits by prospects to and from campus to ensure a safe, informative, and pleasant experience.
- d. Monitor recruiting and scouting operations for compliance with rules and regulations of regulatory bodies.
- e. As directed, cooperate with the Director of Athletics in the filing of monthly recruiting reports.
- f. Meet expected recruitment goals as established by the Director of Athletics.
- g. Work with the Department of Admission's in recruiting potential students.

2. Analyze performance and instruct athletes in game techniques and strategies in preparation for and during athletics competition.

- a. Establish team and individual long-term and short-term goals.
- b. Maximize player and team performance by identifying individual and team strengths and weaknesses.
- c. Coach players individually and/or in groups.
- d. Plan, organize, and conduct daily in season practice sessions.
- e. Determine game strategy independently or in conference with assistant coaches.
- f. Explain and enforce safety rules and regulations in order to minimize potential injuries and or accidents.
- g. Design and implement strength and conditioning and skill development programs for players.

3. Oversee general administration of the program with the Director of Athletics to ensure that prescribed procedures are followed and schedules are met.

- a. Consult with the director in developing and implementing long-term and- short range plans in accordance with University and Department objectives.
- b. Provide requested information (such as eligibility lists, participation and letter winner lists) promptly and accurately.
- c. Inform all appropriate staff of any changes in plans, operations, player and staff personnel that affect their areas.
- d. Consult with the director in developing competitive game schedules in accordance with guidelines and calendars of North Park University and regulatory bodies.
- e. Submit practice schedule requests using 25 Live scheduling software.
- f. As needed, facilitate the hiring of officials for home games by communicating program needs with the conference assignor.
- g. Arrange team transportation needs and follow approved guidelines in team travel to and from contests.
- h. Prepare the annual budget structure and monitor expenditures in a fiscally responsible manner to maximize resources.
- i. Follow approved policies regarding the awarding of letters and other available awards.

- j. Maintain a working knowledge of NCAA and CCIW rules and regulations.

4. Establish close relationships with student-athletes and maintain effective lines of communication.

- a. Consult with student-athletes individually and in groups as needed.
- b. Encourage and strengthen the student-athlete in their Christian faith.
- c. Counsel student-athletes on career, personal, and family- related concerns to ensure maximum educational and career opportunities and early detection and correction of performance-hampering behaviors.

5. Coordinate with campus support services, assuring effective use and value to the program.

**Academic Services:**

- a. Develop and promote a team consciousness of academic achievement to ensure an atmosphere supportive of and conducive to academic success.
- b. Inform the Director of Athletics of team roster additions to ensure that the student-athlete's current status is communicated.
- c. Encourage the student-athletes to regularly monitor academic progress, register for appropriate courses, and utilize special advising/support as needed.
- d. Develop academic monitoring program and oversee study tables.

**Athletic Training Services:**

- a. Provide the Head Athletic Trainer with updated game and practice schedules in timely fashion in order to schedule a trainer for each practice and/or game.
- b. Communicate any changes in practice schedules immediately.
- c. Review the guidelines and procedures for medical services with coaching assistant(s) and student-athletes to ensure proper utilization of available medical services.
- d. Consult with Athletic Trainer periodically to assess the current medical status of specific individuals.

**Sports Information Services:**

- a. Assist the Sports Information Director in all matters pertaining to individual and team interviews with media representatives and photographic activities.
- b. Provide appropriate information to the Sports Information Director for the promotional needs of game programs, team media guides, news releases, and other publications.
- c. Inform the Sports Information Director of any changes in schedules, rosters, and staff personnel as soon as they occur.
- d. Provide results of all home and away games, as needed, in a timely manner to appropriate outlets.

6. Community Participation and Personal Growth.

- a. Exhibit a cooperative and positive attitude in dealing with students, faculty, staff, alumni, Viking Club members, news media, and other members of the North Park community.
- b. Be an integral member of the North Park community and participate in appropriate activities and functions.
- c. Be a role model that represents North Park's key distinctives.
- d. Support and be involved in approved fundraising activities determined by the Director and the Office of Development.
- e. Attend clinics and participate in professional organizations to further develop and improve performance.
- f. Endorse and support other sports within the Athletics Department.

7. Supervise assistant coaches and student workers.

- a. Hire, supervise, and evaluate assistant coaches and graduate assistant coaches.
- b. Oversee, if applicable, the employment of student workers.

Essential Qualifications:

- Bachelor's degree from a four-year college or university.

- Five years of successful collegiate experience.
- Exceptional coaching, recruiting, administrative, leadership, and interpersonal skills.
- Demonstrated experience building a successful football program.
- Proven ability to recruit quality student-athletes who fit the academic profile of the student body.
- Ability to lead a competitive football program in the CCIW.
- Strengths in working with student-athletes, on and off the field.
- Must possess a personal commitment to North Park's mission of Christian higher education.
- Must be able to lift and move athletic equipment.
- Must be able to travel with team.
- Must be able to effectively teach football skills.

Desirable Qualifications:

- Master's degree.
- Preference given to prior head coaching or coordinating experience.

To Apply:

Submit a cover letter, resume, transcripts, list of references, and completed North Park staff application to: Luke Johnson, Chair of Football Search Committee, [ljohnson6@northpark.edu](mailto:ljohnson6@northpark.edu). Review of all applications will begin immediately and will continue until the position is filled.

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*