

Oak Hills Christian College

Job Description

Position Title: Athletic Director/Coach

Department: Education

Position Status: Fulltime, 12 months

Reports to: Dean of the College

FLSA Status: Exempt (Salaried)

Last Revision Date: February 2024

OHCC Mission Statement: Oak Hills Cristian College is a Christian academic community whose mission is to provide biblically centered higher education which contributes to growth toward Christlikeness and prepares students for effective service in their homes, careers, churches, and communities.

Athletics Dept. Purpose: Oak Hills Christian College athletics exists to enhance the mission of the college by encouraging student athletes to grow in their faith, while pursuing academic and athletic excellence with the ultimate goal of glorifying God and impacting the world for Him.

General Summary: The Athletic Director will strategically focus on the growth of athletics at Oak Hills Christian College while maintaining the OHCC mission. This person is responsible for fostering an environment for student athletes focused on growth toward Christlikeness, and high scholarly and athletic achievement. They are also responsible for implementing a strategy for future growth opportunities in the Athletics Department.

An individual in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties the individual may be expected to perform.

Primary Responsibilities: This person is responsible for organizing, planning, and directing a strategic and comprehensive athletics program.

- Actively ensure and oversee the effective recruitment of student athletes in coordination with the Admissions Department in line with the college's mission and institutional enrollment criteria. Provide guidance, resources, and information to ensure coaching staff recruiting success.
 - The final authority for enrollment is the responsibility of the Director of Admissions.
 - Regular regional travel is expected to build relationships with recruitment feeders.
- Lead the OHCC athletic programs with a forward-thinking philosophy and vision that is in line with the college mission and institutional enrollment strategy. Develop and pursue short-term goals and a long term strategic plan and vision for the department.
- Work in partnership with the Admissions Department to develop regional recruiting opportunities in conjunction with Oak Hills' mission discernment.
- Coach one sport: Women's Basketball, Women's Volleyball, Men's Soccer, Cross Country, or Men's Basketball.
- Provide administrative direction and oversight for all intercollegiate athletic programs (i.e. game day operations, athletic events, and banquets).
- Ensure that all student athletes are experiencing success academically and are integrated into the community of the college by working with the Student Life and Education Departments.
- Work in partnership with the Education Department to advise students' academic and personal goals.
- Work in partnership with Student Life Department to support, disciple, and discipline students.
- Monitor equality of opportunity in men's and women's athletics to ensure compliance with Title IX.
- Work with coaches to determine scheduling of games, practices, and travel.
- Coordinate officials at games and budget for their pay.

- Oversee maintenance of athletic records, including the compilation of current and historical achievement.
- Maintain official department files and records. Prepare reports related to team members medical and personal data—player eligibility, transfer, etc.
- Hire and supervise coaches. Establish evaluation procedures for the performance of all coaches while holding them accountable for their coaching style, demeanor, and for their responsibilities in student recruitment in line with institutional enrollment standards.
- In partnership with the Facilities Department, manage the athletic facilities and equipment.
- Oversee compliance with regulations established by organizations and conferences of which OHCC is a member institution.
- Supervise the preparation of the annual Athletic Department Budget for review and approval. Allocate spending on items to include coach's salaries, team travel, equipment purchases, and facility upkeep. Oversee and approve coaching expenditures.
- Effectively problem solve and mediate any disputes amongst athletes and coaches.
- Consistently take on the Athletics Information Director role, including responsibilities for ensuring that the media is informed of athletic contest schedules and results.
- Work in partnership with the Advancement Department to plan and successfully achieve strategies for enhanced fundraising, generating additional revenues and resources in a manner that results in a high level of support for OHCC athletics.
- Work in partnership with the Director of Marketing and Communications in promotion and advertising of the athletics programs.
- Keep office hours to allow for student interaction. Seek personal, informal relationships with students so as to mentor, advise, and facilitate their personal, spiritual, and professional growth.

Education Requirements:

Bachelor's Degree from an accredited institution in a related field.

Preferred: Master's degree in a related field

Experience Requirements:

Bachelor's Degree candidates—3-5 years of experience directly related to the Primary Responsibilities of this position, preferably at the collegiate level.

Required Knowledge, Skills, Abilities and Minimum Qualification:

- Passion for God and compassion for people
- Clear gospel-centered, evangelical Christian testimony
- Recognizes and communicates the evangelical gospel consistent with our Statement of Faith
- Presently attends a local evangelical church and is active in ministry
- Fully embraces the doctrinal position, mission, and values of Oak Hills, and the inter-denominational diversity of OHCC
- Administrative competence
- Demonstrated ability to mentor and disciple young adults
- Verbal and written communications skills
- Relational skills with co-workers and students
- Team-oriented
- Goal-oriented
- Vision with the ability to strategically plan
- Adaptable and flexible
- Problem-solving skills
- Ability to manage time and multi-task
- Proactive, self-motivated and innovative

Supervisory Responsibilities: Reporting to this position are members of the OHCC coaching staff as well as student workers.

Working Environment:

- Monday-Friday
- Irregular hours including some weekends
- Regular travel
- Regular special events
- Office environment
 - Private office
 - Moderate noise in the office
 - Frequent interruptions

Physical/Mental Requirements:

- Able to handle stress and emotional situations
- Able to travel
- Able to lift and/or move up to 50 pounds
- Hold a current driver's license