



Mercyhurst University Job Description

Job Title:	Head Club Coach – Figure Skating
Department:	Athletics
Location:	Erie
Reports to:	Director of Athletics & Staff - Erie
Classification:	Club Coach
FLSA:	Exempt
Status:	Part-Time
Term:	12 Month
Updated:	July 2019

SUMMARY

The club figure skating coach is responsible for building, recruiting and maintaining a figure skating club program consistent with all of the goals of Mercyhurst University and the policies and procedures outlined in the Athletic Department Handbook and Club Sport Manual.

DUTIES AND RESPONSIBILITIES

- Recruit and maintain a team of at least 5 (year 1) student-athletes. Team members selected from the student body will not be considered “recruited” players unless approved by the Director of Athletics and the VP of Enrollment Services.
- Appropriately manage the overall program and any memberships related to figure skating leagues and **competitions**
- Appropriately manage the club figure skating team budget including expenses related to team travel, **contest officials** (when applicable) and team equipment.
- Manage all aspects of the club figure skating team including the **securing of officials (when applicable)**, the handling of all equipment and transportation to and from **contests**.
- Schedule and attend all contests as approved by the Director of Athletics. Must travel with the team unless alternate arrangements have been approved, in advance, by the Director of Athletics.
- Work with Facilities Management, Director and Assistant Director of Athletics to secure facility rentals when appropriate.



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- Promote the academic success of student-athletes through support and encouragement of the resources available, including Writing Center, Tutoring, Math Lab etc.
- Attend all scheduled coaching staff meetings unless excused by the Director of Athletics in advance.
- Communicate with the Athletic Administration/Sport Supervisor as it relates to ordering equipment, planning for travel, etc.
- Work with Admissions/Student Financial Services as it relates to financial aid for recruits as well as campus tours and other recruiting needs.
- Other duties as assigned and necessary
- Promotes a positive image of the University through participation in community and professional organizations, representing the University at professional meetings and on community committees, and establishing and maintaining credible relations with various news media and other collegiate sports information offices.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required by the Director of Athletics.
- Contributes to the overall success of the Athletics Department by performing all other duties and responsibilities as assigned.

EDUCATION AND EXPERIENCE

Education: Bachelor's degree is required, master's degree preferred with one year or more of related experiences in coaching and/or related field.

SUPERVISORY DUTIES

- Supervise and conduct all practices, attend all away contests with the team
- Supervise all contest preparation
- Supervise all fundraising with the approval of the Director of Athletics/Sport Supervisor



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APPLICATION PROCESS

Review of applications will begin immediately and continue until position is filled. Send cover letter, resume, and names and contact information of three work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

All applicants must be eligible to work in the United States. Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.