Title: Head Coach – Dance Team (PT)

Function: Under the direction the Director of Athletics, this coach develops and implements all facets of the Dance Team Program at Gordon College. The level of responsibility includes not only areas specific to the sport, but also a responsibility to the holistic well-being of the participants. The outcomes of the program will be measured not only by the conventional means of measuring athletic success, but also by the ability of the coach to fulfill the mission of the college. This will be demonstrated by the mentoring of student-athletes to develop the wisdom and maturity necessary for positive citizenship and Christian leadership.

Description of Duties and Tasks:

Essential Responsibilities:

Coaching Duties

1. Develops a successful program, including a highly competitive, championship-driven team, a well-developed academic support structure, as well as significant spiritual mentoring of the young women who participate.

2. Recruits student-athletes who fit and contribute to the mission of Gordon College and of the department. This requires attending Admissions-related functions when possible and significant correspondence with inquiries.

3. Directs and supervises all aspects of the Dance Team program, including organization and direction of team practices, event coaching, and other duties appropriate to the program.

4. Develops, in conjunction with the facilities coordinator, a practice schedule and facilities use calendar.

5. Participates in professional activities and associations of other college Dance coaches when possible.

6. Develops and maintains discipline within the Dance Team program.

7. Manages the Dance Team budget and inventory with integrity.

8. Schedules events for the Dance Team program in conjunction with the Basketball program and within the guidelines of any governing body and Gordon College.
9. Must submit a year-end report annually which summarizes the past season highlights and goals accomplished. Format will be directed by the Director of Athletics.

**Departmental and Community Duties**

1. Develops and maintains a professional and active relationship with co-workers, faculty and staff, administration, alumni, friends of the college and trustees.


3. Communicates with the Director of Athletic Communication/Sports Information Director to make sure that all public relations responsibilities are covered, including any statistical reporting needed.

4. Attends Athletic Department meetings and functions when possible.

5. Monitor the academic progress of the Dance Team program.

6. Knowledgeable of, and adheres to, the rules and regulations of the NCAA Division III, the Commonwealth Coast Conference, the ECAC and any other governing body.

7. Works within the framework of the rules and regulations of Gordon College.

**Supervisory Responsibilities**

1. Recruits and supervises strong assistant coaches and volunteers to run a multi-faceted Dance Team program. The overall competitive success of our program will be driven in part by the quality and diversity of our assistant coaches within each specialized area. All assistant coaches must be approved by the Director of Athletics.

**Budgetary Authority and Responsibility**

1. Has authority and responsibility in regard to the Dance Team program, as well as any associated camps, clinics, inventories or activities in that sport, if any.

**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. A bachelor's degree is required, and a master's degree is preferred. Past experience in coaching Dance is required.

3. Strong desire to work with and relate to student-athletes.

Position Code: ATH-DANCE-1
Grade: 4
FLSA Status: Non-exempt