



## VACANCY ANNOUNCEMENT

**Position Title: Head Men's Soccer Coach**

**Position #: 100330**

**Position Status: Full-Time**

**Reports To: Athletic Director**

### **DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Athletic Director the Head Men's Soccer Coach will:

#### **Coaching:**

1. Serve as head coach for the men's intercollegiate soccer program.
2. Recruit and recommend the acceptance of prospective student athletes.
3. Supervise practice sessions according to scheduled times.
4. Responsible for the teaching and development of volleyball skills to student athletes.
5. Make the necessary arrangements for traveling to scheduled intercollegiate events.
6. Schedule, in conjunction with the Athletic Director, all intercollegiate events for the volleyball and golf seasons with as little of class time missed as possible within NJCAA and Region IX guidelines.
7. Monitor academic progress of student athletes including having study tables and securing tutors.
8. Provide data, research, and team informational requests to the Athletic Director as needed.
9. Hire, train, supervise and mentor assistant coaches.
10. Operate the sport program with integrity and within the scope and intent of NJCAA, Region IX, Otero Athletic Department and college regulations.
11. Comply with all NJCAA rules, procedures, and eligibility standards and follow the guidelines established in the NJCAA Handbook
12. Work in conjunction with the Athletic Director and Athletic Trainer when a play is injured. Complete the necessary forms and submit them immediately to the Athletic Director.
13. Coordinate all physical arrangements for all home events.
14. Assist other coaches with the implementation of the other intercollegiate athletic programs.
15. Plan, organize, and direct all camps.

#### **Other Responsibilities:**

1. Act as initial liaison with student/athletes under your direction for issues such as campus visitation, inquires, parental questions, student/athlete questions and our program set-up with the Athletic Director.
2. Provide proper guidance regarding class attendance and conduct with student/athletes under your direction. This includes informing the Athletic Director of any major violations by your current student/athletes.
3. Provide program discipline as needed to ensure the program is functioning within the scope and goals of our athletic program regarding academic and conduct matters whether in the classroom, during participation, or in the community.
4. Work with Sports Information Team on gathering team information for Media and website.
5. Participates in corporate partner fund raising projects.
6. Foster positive relationships with faculty, staff, students, media, alumni and corporate partners while interacting successfully with department personnel and the college community.
7. Promote community interest in the athletic program by being actively involved in community activities that display or demonstrate interest in the College's programs.
8. Establish and maintain direct contact with area high schools as well as other relevant local public agencies.
9. Assist in the coordination of all athletic activities regarding marketing functions with corporate sponsorship programs including all activities, media guides, and letter mailing program.
10. Assist in coordinating facility usage with area schools, City of La Junta, and other campus coaches including keeping Athletic Director informed of usage agreements that may need to be changed etc.

11. Secure Commercial Driver's License (CDL) and be fully trained to drive all needed vehicles. Serve as the driver of college vehicles needed for all travel to and from games and as needed for other events. Report any problems with vehicles to the Athletic Director. Do all pre and post trip checks in conjunction with driving the bus under CDL proper procedure.
12. Otero College is committed to creating an inclusive environment where diverse voices are active in all aspects of our organization. This requires a culture of inclusion in which all individuals feel respected and are treated fairly, and different viewpoints, opinions, thoughts, and ideas are encouraged and embraced.
13. Perform other duties as assigned by the Athletic Director.

*See Human Resources for a complete job description.*

### **Minimum Qualifications:**

- Bachelor's Degree
- Prior coaching experience, preferably at the high school or college level, or relevant collegiate experience in a managerial or operational role within a collegiate athletic department
- A deep understanding of volleyball rules, strategies, and techniques; including a strong background in the sport, and the ability to effectively teach, develop, and inspire student-athletes
- Possess strong leadership qualities to effectively communicate with players, staff, and administration.
- Ability to work a flexible schedule
- A valid and unrestricted driver's license and the ability to obtain and hold a Colorado Commercial Driver License (Class C CDL with Passenger Endorsement)
- Willing to obtain a certification in CPR, AED, and First Aid

### **Preferred Qualifications:**

- Master's Degree
- Knowledge of NJCAA rules and regulations including compliance with eligibility requirements, recruiting guidelines, and other NJCAA policies.
- Recruiting experience
- Budget experience
- Multiple years of college coaching experience
- Ability to work cooperatively and effectively with diverse student populations with special emphasis on first-generation, low-income, and students of color
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

### **SALARY:**

\$38,000- \$41,000 Dependent upon education & experience

On-campus meal plan

Excellent benefit package including PERA retirement, health, vision, dental and life insurance. Paid annual and sick leave.

11-month technical-professional position- 241 workdays

### **APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) Transcripts submitted can have date-related information redacted.
4. Names, addresses, and phone numbers of 3 professional references

### **APPLICATION DEADLINE**

Open Until Filled – 1<sup>st</sup> review of applications will be February 28, 2024

**POSITION START DATE:**

As soon as possible

**Submit Application Packet To:**

Otero College  
Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050  
FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

***\*\*Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.\*\****

***\*\*Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. \*\****

**Notice of Non-Discrimination**

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also know as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu) , or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## **ABOUT OTERO COLLEGE:**

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero College, visit the college's website at [www.otero.edu](http://www.otero.edu).

## **OTERO MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.