**DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Head Coach Triathlon  
**DEPARTMENT:** Athletics

**DATE:** August 1, 2016  
**SCHEDULE:** Temporary, Part-time

**REPORTING SUPERVISOR:** Athletic Director  
**FLSA:** Non-Exempt

**JOB FUNCTION:**
Responsible for all aspects of the men’s and women’s triathlon team including coaching, recruiting, budgeting, scheduling, and program organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 65%</td>
<td>Ongoing</td>
<td>Recruits, trains, coaches, and evaluates NCAA players. Coaches players individually or in groups, works with student athletes to determine workout programs. Analyzes performance and instructs athletes in strategies and techniques to prepare them for competition. Oversees weekly practice of players to instruct them in areas of deficiency.</td>
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<tr>
<td>2. 25%</td>
<td>Ongoing</td>
<td>Manages budget, schedule, supplies, and travel arrangements for the triathlon teams.</td>
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<tr>
<td>3. 10%</td>
<td>Ongoing</td>
<td>Responsible for compliance with governing bodies rules and regulations for the sport.</td>
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**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Expertise in the sport of running, swimming and cycling.
2. Ability to read, analyze, and interpret governing body’s rules and regulations.
3. Ability to handle stressful situations in a professional manner.
4. Interpersonal skills are necessary to interact effectively with prospective students, current students, faculty, staff, and the general public.
5. Attention to detail for managing contract scheduling and athletic information.
6. Ability to maintain a flexible schedule in order to coach events.
7. Organizational skills to meet schedule deadlines and to ensure all arrangements in administration of the program are completed in a timely manner with assistance from on-site oversight designee.
8. Analytical skills are necessary to determine strategy during games.
9. Ability to operate a computer to manage the program.
10. Ability to observe players while they perform daily practices to determine need for individual or team improvement.
11. Decision making skills to recruit student athletes.
12. Demonstrated knowledge of NCAA rules and regulations governing recruitment, eligibility and related functions is required.

**PHYSICAL REQUIREMENTS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee needs to be physically fit and athletic in order to coach and teach the sport.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and
ability to adjust focus.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Must be able to travel to away games, conference meetings, seminars, etc. as required.

SUPERVISORY RESPONSIBILITIES:
Directly supervises an assistant coach and a student manager. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.