

## Rodeo Coach

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**Department:** Athletics  
**FLSA Status:** Exempt  
**Positions Supervised:** Rodeo Team

**Job Status:** Full Time  
**Reports To:** Athletic Director  
**Travel Required:** Yes

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Provide overall management and leadership of the men's and women's rodeo program by providing quality coaching and instruction to students participating in the college rodeo program; enforces safety regulations and procedures through supervision of students.
- Plans, directs and coaches an intercollegiate men's and women's rodeo program; develops student athletes fullest potential while being regionally competitive and ethically run; ensures NIRA rules and regulation compliance;
- Recruits rodeo team members and assist them in meeting individual and team goals; Recruits student athletes who have the ability to achieve academic and athletic success; supports general student recruitment in cooperation with the admissions office.
- Supervises and coordinates rodeo events and activities, including attending scheduled rodeo practices, classes and NIRA region rodeos and College National Finals Rodeo; coordinates and ensures rodeo stock and arena are well maintained.
- Provides ongoing oversight of student athlete's conduct both in and out of the arena; assists with conflict resolution; provides guidance with negotiating campus processes such as registration, financial aid, residence life, dining and student life; assists with the development of positive interpersonal relationships including campus integration with other students and faculty.
- Develops and manages the rodeo program annual budget, monitors expenditures including allocation of scholarships, completes all documentation requirements, manages the rodeo program financial affairs effectively, ethically, and innovatively within the constraints of approved budget.
- Works with Director of Athletics to schedule events, travel; develops an event management plan for each home rodeo; provides information to Sports Information Coordinator for press releases, season previews, hometown news articles, rodeo program web site, rodeo view book and feature stories to various media in compliance with the college's and the NIRA's policies and procedures.
- Serve as secondary advisor to all athletes on the women's basketball team to assure registration and eligibility standards are met.
- Develops and implements a successful fund raising plan to meet program needs, goals, and objectives. Work as assigned by the Athletic Director and/or President or his/her designee for the many fund raising activities that MCC does in conjunction with the Pioneer Club.
- Be an advocate of the college; endeavor to enhance its image and strengthen its role in providing programs and services to students and community; this includes activities involved with recruiting and retaining students.
- Participate in assigned committees as well as establish and work as an advisor for the Rodeo Advisory Board.

- Work closely with Title IX Coordinator on student-athlete awareness programs and understanding of college policies.
- Provide guidance to the MCC Rodeo Club.
- Maintain rodeo equipment and an inventory of Rodeo Equipment.
- Prepare and organize Rodeo travel, pickups, trailers, horses, motel accommodations and meals.
- Purchase timed event stock - feed, brand, vaccines.
- Purchase and sell livestock - feed hay and grain.
- Perform other duties and responsibilities as mutually determined with appropriate administrative supervisors.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.

- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.

**SKILLS & ABILITIES**

**Education:** Associate’s degree, Bachelor’s degree preferred.

**Experience:** Coaching experience to include daily practice plans and athlete recruiting plans. Proven skills in working with athletic club boosters, fund raising and working within a predetermined budget. Rodeo experience and knowledge, rodeo production, budget management and livestock knowledge required. Effective public and interpersonal communication skills and computer knowledge required.

**Other Requirements** Is in good physical condition and able to project a positive model to the athletes and students.

**REVIEWED BY** (SUPERVISOR SIGNATURE) \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED BY** (EMPLOYEE SIGNATURE) \_\_\_\_\_ **DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.