



**Colorado School of Mines**  
**Department of Athletics, Physical Education and Recreational Sports**  
**Head Men's and Women's Swimming and Diving Coach/Director of Aquatics**

The Colorado School of Mines Department of Athletics, Physical Education and Recreational Sports invites applications for the Head Men's and Women's Swimming and Diving/Director of Aquatics position. Colorado School of Mines is a public research university devoted to engineering and applied science. With approximately 4,000 students, there is a small community appeal to the campus. Located along the front range of the Rocky Mountains in Golden, CSM is just minutes away from Boulder and Denver offering a unique combination of mountain living coupled with large city amenities. With more than 300 days of sunshine a year, Golden is an ideal location to program year-round recreational activities.

**Responsibilities:** The Head Swimming and Diving Coach/Director of Aquatics is responsible for the over-all administration, supervision, management and operations of the Natatorium and all aquatic related programs. This position is responsible for the development and coordination of facilities schedule. In addition they will be required to recruit student-athletes who can achieve success in this environment. They will also need to identify, train, schedule and supervise all life guards and swim instructors. For a full description of responsibilities related to this position go to:

<http://www.athletics.mines.edu>

**Qualifications:** Essential qualifications include a bachelor's degree and experience as a Swimming and Diving Coach/Aquatics Director at a collegiate level; strong leadership and communication skills; a demonstrated commitment to academic and athletic excellence in a colligate environment; and a working knowledge of, and the ability to, comply with the rules and regulations of the NCAA, Rocky Mountain Athletic Conference, CSM and the Department of Athletics, Physical Education and Recreational Sports.

Preference will be given to applicants who possess a Masters degree.

**Compensation:** CSM offers a competitive salary and excellent benefits package, which includes fully-paid health benefits.

**How to Apply:** Applicants must send a cover letter, resume, all transcripts of undergraduate and graduate degrees earned, and the names, addresses, phone numbers and e-mail addresses of five professional references to: Office of Human Resources, search #08-141090, Colorado School of Mines, 1500 Illinois St., Golden, CO 80401, FAX (303)384-2025.

Review of applications will begin by March 17<sup>th</sup>, 2008.

## **JOB DESCRIPTION FOR HEAD COACHES Swimming & Diving**

The following job description will be aligned with all head-coaching positions at the Colorado School of Mines. The following qualifications will be a part of that job description.

### A. Head coach qualifications

1. Must have bachelors degree (masters degree preferred).
2. Must have successful experience as a high school or college coach.
3. Must have experience in prevention and care of athletic injuries.
4. Must be eligible to drive university vehicles.

### B. The head coach will report to the Director of Athletics

### C. Job Goal

The head coach is to coordinate the total program for his/her sport. He/she shall be directly responsible to the Director of Athletics for all coaching duties.

### D. Duties as Head Coach

- 1) To be familiar with and follow the policies of the NCAA, CSM and the RMAC as set forth in their policy manuals.
- 2) To hold preseason meetings with student-athletes to discuss the philosophy of the program and inform them of their responsibility to perform both on and off the field with professional pride.
- 3) To supervise assistant coaches, and make all assignments to their respective duties and responsibilities in writing.
- 4) To conduct staff meetings as necessary.
- 5) To be responsible to the Director of Athletics for entire program in his/her sport.
- 6) To submit forms to the Director of Athletics as required by the NCAA, RMAC and Colorado School of Mines. This will include eligibility rosters, player's addresses, accident reports, insurance information, medical records and all transcripts and financial aid packages needed for verification of a student-athlete's eligibility.
- 7) To observe and evaluate the entire program and make recommendations to the Director of Athletics.
- 8) To remain in facilities until all participants have left, or to designate a responsible person to remain, lock up and secure facilities after said practices have been completed.
- 9) To teach sportsmanship and set an example of good moral and physical behavior.
- 10) To assume responsibilities for the conduct and well being of all team members.

*CSM is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.*

- 11) To attend professional meetings as necessary and approved by the Director of Athletics.
- 12) To attend coaches meetings and clinics for professional growth.
- 13) To work continually with the Director of Athletics and other coaches in the department to upgrade the total athletic program.
- 14) To encourage student-athletes to participate in all programs of their choices.
- 15) To issue and collect an inventory and store all equipment that is provided for the program through the purchasing process outlined by CSM policy.
- 16) To be available to counsel all participants in decision making be it college choice, location, or daily problems, and to encourage and guide the total person.
- 17) To attend bi-weekly staff meetings and see that any pertinent information is relayed to your staff.
- 18) To assist the Director of Athletics when necessary in scheduling.
- 19) To evaluate and rate all officials.
- 20) To submit equipment requests to the Director of Athletics for approval and disposition.
- 21) To be responsible for public relations and publicity of the activity through the Director of Athletics and coordinated through the Sports Information Director.
- 22) To instruct participants in the need for reporting injuries to coaches and the Athletic Trainer in charge of that particular activity immediately.
- 23) To implement procedures for handling injury situations through the Athletic Trainer for that program, and to coordinate all medical aspects as far as treatment and payment through the university insurance program with the Athletic Trainer.
- 24) To ensure supervision for all activities related to the sport.
- 25) To participate in awards programs according to school procedures and policies.
- 26) To attend other activities of the school as often as possible.
- 27) To be conscious of appropriate dress for all occasions and involvement in the community activities. Dress properly in practices, game activities and community affairs because you are the window to our Athletic Department. Image is very important.
- 28) To be responsible for a year-end report to the Director of Athletics to include inventory, budget requests, update on equipment, schedule preparation, facility use and needs.
- 29) To maintain contact with student-athletes as they participate in other activities through the year for off-season training, course coordination and counseling and update on eligibility status for future use.

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30) To perform any and all sets of duties as may be required and/or assigned by the Director of Athletics.

31) To participate in all fund-raising activities in coordination with the Director of Athletics to promote the entire Athletic Department of the Colorado School of Mines.