



## Head Archery Coach

### General Purpose:

Emmanuel College is seeking candidates for the position of Head Archery Coach. The position is responsible for developing student-athletes through a variety of instructional methods developing sport specific skills, spiritual maturity, physical wellness, mental preparation, and character. The position will require the coach to take on the role as tutor and mentor to provide academic success of student-athletes and implement successful retention strategies. In addition to coaching, this position maintains control and have oversight of the Archery operational and scholarship budgets, recruitment of student-athletes, and scheduling of athletic games. The position must have knowledge of and compliance with USA Archery and all collegiate archery governing associations and educate student-athletes of all compliance related rules and regulations. A complete job description is available below.

### About us:

Emmanuel College is an intentional Christ-centered college holding firmly to evangelical Christian values and beliefs. Check our website at <http://www.ec.edu> for additional information.

### Qualifications:

Bachelor's degree from a four-year accredited institution, with a master's preferred, and at least three years of successful coaching at the collegiate level. The candidate must have coaching experience and proven experience in athletic development instruction.

The candidate must be self-motivated and should articulate the mission of the institution, organize and motivate people. The candidate must be able to work, communicate and develop a rapport with students, parents, alumni, faculty, departmental staff, administration and the general public.

### Filing an application:

Please forward the following (electronic preferred) directly to the contact person listed below.

- **Cover Letter**
- **Complete Resume, incl. minimum of 3 references**
- **Pastoral Letter of Recommendation:** Needs to be from a current pastor and to include a verification of current church attendance and/or membership, a description of the applicant's activity in the local congregation, and an evaluation of the quality of the candidates' personal commitment to Christ.
- **Statement of Faith/Personal Testimony:** An explanation of the applicant's relationship with God through the Lord Jesus Christ, including a brief account of accepting Christ as personal savior, church membership, and current church involvements.

**Applications will not be considered until all requested documents have been received.**

### Contact:

Joann Harper, HR  
Send via Email (preferred) to: [jharper@ec.edu](mailto:jharper@ec.edu)  
-or- send via USPS to:  
Emmanuel College  
Attn: Human Resources  
PO Box 129  
Franklin Springs, GA 30639

## **Head Archery Coach**

**Accountability:** Athletic Director

**Summary:** The position is responsible for developing student-athletes through a variety of instructional methods developing sport specific skills, spiritual maturity, physical wellness, mental preparation, and character. The position will require each coach to take on the role as tutor and mentor to provide academic success of student-athletes and implement successful retention strategies. In addition to coaching, this position maintains control and have oversight of the Archery operational and scholarship budgets, recruitment of student-athletes, and scheduling of athletic games. The position must have knowledge of and compliance with USA Archery and all collegiate archery governing associations and educate student-athletes of all compliance related rules and regulations.

### **Qualifications:**

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The candidate must be self-motivated and should articulate the mission of the institution, organize and motivate people.

### **Essential Functions and Primary Duties:**

- Conduct their programs in accordance with the Emmanuel College athletic mission and within the philosophy of Emmanuel College.
- Provide a positive atmosphere that promotes a sense of fairness, organization, commitment, motivation, accomplishment, and fun.
- Stay current concerning rule changes, training techniques, and game strategies in their respective sports
- Effectively teach student-athletes the mission of the athletic department, the institution, and the purpose of service.
- Develop spiritual maturity and effective character through proper instruction and mentorship as relevant to the team.
- Effectively instruct student-athletes in all essential sport specific skills needed to be a successful college student-athlete.
- Clearly communicate instruction of sports related skills during all practices and competitions.
- Teach student-athletes proper strength and conditioning training techniques and form to ensure a safe and effective training environment.
- Instruct student on proper nutrition and proper diet needed to perform successfully in the sport.
- Apply developmental and instructional strategies as learn through coaching development and professional development opportunities.

### **Additional Duties:**

- Accept responsibility for the behavior of the assistant coaches and the team during practices, contests, and any other team related activities.
- Carry out policies and procedures listed in the Emmanuel College Athletic Department Operations manual and Compliance Manual.
- Keep accurate records of student-athlete participation, and general team data.
- Communicate frequently with the AD and athletes.
- Refrain from and be a positive role model on issues of language, alcohol, tobacco and drugs.
- Coaches will not sell, require or recommend the use of dietary supplements to their student athletes.
- Develop and implement strategies for recruiting exceptional student-athletes to attend Emmanuel College
- Attend and participate in Preview Day events sponsored by Admissions when available.
- Provide all necessary forms and responses in a timely manner to athletic administrative staff.
- Attend and participate in regular department meetings.
- Annually pass CPR and First Aid certification test.
- Maintain a level of compliance within operating budget and scholarship budgets.
- Perform any additional duties as assigned by the Athletic Director and/or the President.

### **Compensation and Benefits**

The Position is paid on a salary basis at the rate established by Emmanuel College. The policies concerning compensation and benefits are explained in detail in the Employee Handbook. This is a 12-month administrative position.

### **Amendment**

Neither this job description nor the Emmanuel College Employee Handbook should be considered employee contracts. Nothing in this position description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.