

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Assistant Rodeo Coach

DEPARTMENT: Athletics

REPORTS TO: Head Rodeo Coach

SUPERVISES: None

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: _____ Revision #: 1 Date: 5/22/2018

YEARLY SCHEDULED WORK: Assistant coaches work full-time for nine months as scheduled for their particular sport. Salary is paid out over a 12 month period with full benefits.

TRAVEL: Frequent

SICK LEAVE: 7.5 hours per month **ANNUAL LEAVE:** 11.25 hours per month

COLLEGE-WIDE _____ **CAMPUS:** X **RANGELY** _____ **CRAIG** _____

GENERAL SUMMARY: Serve as assistant rodeo coach for the College NIRA Rodeo Team. Instruct/Coach in various collegiate rodeo events such as goat tying, barrel racing, breakaway roping, tie down roping, team roping, steer wrestling, bareback riding, saddle bronc riding, and bull riding. Assist in the maintenance and management of the Columbine Park facility.

PRIMARY DUTIES:

The incumbent shall be able to demonstrate the ability to lead a successful sports program at the collegiate level. Duties to be fulfilled such as but not limited to:

- Assisting Head Rodeo Coach
- Mentoring / directing / interacting with rodeo student-athletes
- Instructing and training in methods and procedures pertaining to NIRA competition events
- Performing duties related to the practice & preparation of rodeo events
- Coaching student-athletes during competition and practice seasons
- Assist in the maintenance and upkeep of CNCC equipment and facilities
- Assisting in maintenance and upkeep of Columbine Park
- Assist with the preparation of invoices and reports
- Book travel arrangements
- Answer and direct phone calls/maintain contact lists
- Maintain supplies inventory by checking stock to determine inventory level; anticipating the supplies needed; placing and expediting orders for supplies; verifying receipt of supplies
- Other duties as assigned by the Head Rodeo Coach

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.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

- 1. Education and Training:** Bachelor's Degree
- 2. Prior Related Experience:** 2 years of playing and/or coaching experience at the college level.
- 3. Other Qualifications:**
 - Advanced knowledge of collegiate rodeo events, goat tying, barrel racing, breakaway roping, tie down roping, team roping, steer wrestling, bareback riding, saddle bronc riding, bull riding, and the ability to assist with the coaching of these events as they pertain to NIRA competition.
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively before groups of customers or employees of organization.
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 - Ability to drive a truck and trailer, operate Tractor, and or large equipment such as Water Truck.

PREFERRED QUALIFICATIONS

- 1. Education and Training:** Master's Degree
- 2. Prior Related Experience:** Industry-related experience in rodeo events and coaching
- 3. Licensure/Certification:** CPR/First-Aid/ AED
- 4. Equipment Skills:** Experience with heavy/light equipment such as tractors, skid steers, water trucks, and/or arena groomers
- 5. Other Qualifications:**
 - Agricultural facility related work experience
 - Advanced knowledge of collegiate rodeo events, rodeo skills, coaching practices, event production

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)		X				
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing		X				
Balancing		X				
Reaching Overhead		X				
Reaching Extension				X		
Manual Dexterity		X				
Pushing/Pulling						
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone				X		
Hearing in Person					X	
Hearing on Telephone				X		
Vision for close work					X	
Other Sensory Requirements				X		
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)			X			
Operation of equipment, tools, vehicles				X		
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____