



Savannah State University

Position Description – Program Specialist – Football (Asst. Coach)

POSITION DESCRIPTION

Position Title: Program Specialist (Intramural Program Coordinator / Assistant Coach) FLSA Status: Exempt

Reports to: Head Football Coach

Department: Football

Date Prepared: June 2003

BASIC FUNCTION

The incumbent must, as program coordinator, conduct intramural activities for students, faculty and staff. This position is also responsible for entering teams to compete at the state level.

The assistant football coaching function of this position is responsible for coaching the defensive backs and assisting the coordinator in all phases of the defense and recruited student athletes.

NATURE & SCOPE

Reporting directly to the Head Football Coach, the incumbent manages an Intramural budget in addition to the travel budget for the Women's basketball team. The incumbent has the authority to make decisions regarding the Intramural activities and the NYSP program. On the other hand, some decisions must be approved by the Head Football Coach, Intramural Director, or the VP of Student Affairs.

The incumbent serves as a team leader, working to build a strong unit for competitive success by teaching knowledge of punting and kicking, enabling the team to have a strong kicking game with the proper fundamentals and timing. In addition, the incumbent may interact weekly with members of the SSU faculty, various hotels, restaurants and students.

PRINCIPAL ACCOUNTABILITIES

- Coaching football and on a part time basis, women's basketball
- Coordinating Intramural activities
- Training student recreation leaders and officers
- Marketing the Intramural program
- Serving as director of the National Youth Sport Program

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree in recreation administration.