



Monmouth

COLLEGE

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	QUARTERBACKS-RECEIVERS COACH
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF, FULL-TIME-EXEMPT
DEPARTMENT:	ATHLETIC DEPARTMENT
IMMEDIATE SUPERVISOR:	HEAD FOOTBALL COACH
DEPARTMENT HEAD:	ASSOCIATE VICE PRESIDENT OF STUDENT LIFE

POSITION OVERVIEW: Reporting to the Head Football Coach, the Quarterbacks-Receiver Coach is responsible for coaching the quarterbacks/receivers and assisting in the development of the offense, including practice and game planning. The Quarterbacks-Receiver Coach teaches the sport of football to student athletes, and provides for the coaching, recruitment and retention of football players in this position group; as well as being committed to the academic mission of the College.

PRIMARY DUTIES/ESSENTIAL RESPONSIBILITIES: Specific duties may include, but are not necessarily limited to the following:

1. Plan organize and conduct all practices for the quarterbacks and receivers unit including daily on-field coaching and management at all practice sessions and games.
2. Evaluate, recruit and retain football players to Monmouth College;
3. Meet recruitment and retention goals set by the College;
4. Visit for recruitment purposes prospective students and their families following the guidelines of the Midwest Conference and NCAA DIII;
5. Provide recruitment and retention reports to the Director of Athletics; and,
6. Organize game preparation including film breakdown, development of game plans and scouting reports related to the unit for each contest.
7. Develop an annual quarterbacks/receivers playbook and teaching progression.
8. Supervise and evaluate all quarterbacks and receivers.
9. Schedule and manage film sessions and meetings with players.
10. Demonstrate leadership, sportsmanship, and conduct becoming of the coaching profession adhering to all college and professional sport association guidelines.
11. Maintain a working knowledge of NCAA rules and regulations to pass NCAA rules test.
12. Adhere to all applicable compliance regulations, including but not limited to, NCAA, the Midwest Conference.

13. Responsible for supervision of work study employees to shoot practice and game film for the team. Wide and tight angle game shots are required by the Midwest Conference to be uploaded post game each week.
14. Provide passing game film breakdown to the head coach of upcoming opponents using coverage schemes and down/distance percentages.
15. Contribute to the overall program of a residential college.

SECONDARY RESPONSIBILITIES:

1. Depending on qualifications, event management (Softball and Tennis) and/or teaching duties as assigned; and,
2. Other duties as assigned.

WORK RELATIONSHIPS: Reports directly to the Head Football Coach and through the AD to the Associate Vice President for Student Life. The Coach also works directly with other members of the Athletic Department and Student Affairs Staff, and has daily contact with students, staff, faculty, and persons outside the campus community. Significant contact with prospective students and their parents as well as high school and community college coaches is expected.

EDUCATION, EXPERIENCE, AND CERTIFICATION: Bachelor's Degree required, Master's preferred. Effective experience as a college or university football coach. Valid driver's license and satisfactory driving record required.

- **SKILLS, KNOWLEDGE, AND ABILITIES:** Knowledge of principles, methods and techniques associated with football. Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organization and supervision skills. Excellent communication skills. Maintain valid driver's license and satisfactory driving record. Willingness and ability to work effectively with all campus and associated constituencies. Have a familiarity with computer systems (including social media). Be able to utilize the following programs: Target X, Excel, Word, Outlook, Hudl, Front Rush, etc.

PHYSICAL REQUIREMENTS: Work is normally performed in a gymnasium or game field setting with some travel via automobile to/from away matches required:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities.
- Occasionally required to move or transport (lift) items weighing up to 25 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

GENERAL EXPECTATIONS OF POSITION: Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, vice president or the President.

This is a full time, twelve-month position annually. Updated: February 12, 2021