

**NIAGARA UNIVERSITY**  
**JOB DESCRIPTION**

**NAME:** Vacant  
**DATE:** JULY 8, 2022  
**JOB TITLE:** RUGBY PROGRAM DEVELOPER AND COACH  
**LEVEL:** N/A  
**JOB CLASS:** PROFESSIONAL  
**JOB STATUS:** FULL-TIME YEAR ROUND  
**WORK LOCATION:** TBD  
**TITLE OF IMMEDIATE SUPERVISOR:** DIRECTOR OF RECREATION, INTRAMURAL & CLUB SPORTS  
**SECTOR:** STUDENT AFFAIRS

**JOB SUMMARY:**

Under general supervision, the Director of Rugby and Head Men's Rugby Coach is responsible for the management and administration of competitive National Collegiate Rugby athletic programs; consisting of a developmental plan for practices, recruiting, travel arrangements, game planning and general coaching of successful rugby programs. Direct supervisor to the assistant coach(s), future women's head coach and other support staff.

**ESSENTIAL DUTIES:**

- Hold the position of Director of Rugby with administrative oversight of the men's and women's rugby programs.
- Hold the position of Head Coach for the men's rugby team.
- Working with Admissions and the NURFC Alumni Association, will strategically develop a recruiting plan aimed at attracting individuals that possess rugby talent, exemplary character and academic merit for the purpose of elevating enrollment and program growth.
- Interview, hire and oversee coaching staff members, all of whom possess or are currently progressing to appropriate rugby coaching certifications.
- Hold practice sessions that place a major emphasis on individual skills, systematic implementation and teamwork.
- Place a major emphasis on budgetary efficiency, all-while processing the necessary administrative work and purchase orders required to run a compliant and successful rugby program
- Develop and demonstrate a multicultural awareness and contribute to cultivating an inclusive, diverse and respectful University community.
- Have a solid knowledge of USA RUGBY and/or National Collegiate Rugby regulations and guidelines governing the recruitment and retention of student-athletes and skill in budget preparation and management.

- Manage all game day operations and ensure that support staff are scheduled for each home contest.
- Submit payment request forms for EMT's, officials and scorekeepers to the Director of Recreation, Intramurals and Club Sports within 24 hours following home contests.
- Ensure all University protocols are being adhered to with regard to player registration via MyNU, concussion management testing and dues payments.
- Ensure that all teams are successfully completing the required number of community service hours as well as achieving the required amount of fundraising as directed by the NUSGA.
- Ensure that all players and coaches understand and adhere to all Campus Recreation (Club Sport), NUSGA and Student Code of Conduct policies and procedures.
- Arranges a competitive event schedules, in conjunction with the assigned administrator
- Fundraises on behalf of the team and university in conjunction with the Advancement office and the NURFC Alumni Association. Organizes men's alumni groups, providing advancement and stewardship leadership.
- Develop and implement the onboarding process for both the men's and women's programs to build and sustain a culture of respect, teamwork and community.
- Compiles data and reports to meet Departmental and University requirements.

#### **GENERAL DESCRIPTION:**

% of Time

- 40%** Schedules and conducts regular practice sessions in and out of season, as permitted National Collegiate Rugby, USA Rugby and University rules and regulations. Develops and implements strategies for motivating student-athletes to perform at maximum levels as both individuals and a team.
- 20%** Oversees the recruitment and selection of student-athletes for both the men's and women's programs. Ensures compliance with USA Rugby and National Collegiate Rugby guidelines for contacting and entertaining prospects.
- 20%** Supervises women's head coach, assistant coaches, part-time assistant coaches and graduate assistants if applicable. Provides orientation, training and guidance as needed.
- 10%** Oversees the conditioning and training of team members to ensure that student athletes are physically prepared for competition.
- 10%** Develops and publishes team rules regarding practice, class attendance, punctuality, dress code and general standards of behavior, with the approval of the assigned administrator. Enforces such team rules with appropriate disciplinary actions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- 1) Ability to read and comprehend the English language sufficiently to be able to read and understand various forms, documentation, files and information in the department.
- 2) Basic mathematical skills including addition, subtraction, multiplication and division to be able to verify accuracy of record keeping and athletics information and work with budgets
- 3) Sufficient manual dexterity with proficiency to handle various office machines including but not limited to: calculator, copy machine, computer and typewriter.
- 4) Ability to receive telephone calls, respond to inquiries and communicate with others by telephone with or without reasonable accommodations.
- 5) Demonstrated supervisory skills.
- 6) Ability to handle routine office operations (typing, filing, record keeping, etc.)
- 7) Strong interpersonal, organizational, written and oral communication skills.
- 8) Computer skills in Microsoft Office & Web Site Design/maintenance
- 9) Ability to work evening, weekends, and holidays when necessary.
- 11) Ability to drive a personal or university vehicle for the purpose of university business on a regular basis.

**ERGONOMIC REQUIREMENTS:**

The functions of the position usually performed standing, but does involve some amount of time sitting. Some amount of stooping, kneeling, bending, lifting, walking, running, carrying and other movements may be required. Tasks involving work on a computer keyboard, computer software applications, involve extensive wrist and hand movements. This position requires traveling. All individuals will be required to be able to perform these movements without significant risk of injury to themselves or others, or to demonstrate or explain how they can perform the essential functions listed above.

**QUALIFICATION STANDARDS**

- 1) Bachelor's degree required, Master's degree preferred.
- 2) Three (3) to (5) years coaching experience.
- 3) USA Level 200 Certification or willingness to get certified when next opportunity is offered.
- 4) CPR, First Aid and AED Certification or willingness to become certified upon hire.
- 5) Valid driver's license required. License must meet insurance company rules and regulations for driving underwriting criteria.

**NOTE: MANAGEMENT RESERVES THE RIGHT TO CHANGE OR REASSIGN JOB DUTIES OR COMBINE POSITIONS AT ANY TIME.**

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Employee Signature

Date

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Supervisor Signature

Date

