

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Rodeo Coach	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Athletics	<b>REPORTS TO:</b>	Athletic Director
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**Position summary:** Under indirect supervision, this position is responsible for recruiting, instructing, and coaching of rodeo students for the Panola College rodeo team. This position reports directly to the Athletic Director/Vice President of Student Services.

**Position responsibilities:**

- Recruits rodeo athletes for the rodeo program.
- Instruction and coaching duties of all rodeo athletes for the rodeo program.
- Plans and coordinates fund raising activities for the rodeo program.
- Produces the Panola College rodeo.
- Maintains all College rodeo facilities.
- Plans and coordinates rodeo practices.
- Establishes relationships that promote the rodeo program and economic development within the community.
- Prepares and maintains an annual budget.
- Coordinate and complete all forms for NIRA eligibility for students and entering rodeos.
- Track students' daily performance in class to maintain eligibility.
- Be available to help students achieve success in and outside of the classroom.
- Insures that all rules and regulations of Panola College and the NIRA are maintained.
- Performs all other duties as assigned.

**Minimum Position Requirements:**

- Associate's degree required, Bachelor's degree preferred with at least 5 years experience directly related to the duties and responsibilities specified.
- Must possess a valid driver's license and proof of insurability.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal, organizational and communication skills.
- Ability to foster a cooperative work environment.
- Demonstrate high moral and ethical behavior.
- Must possess a desire to assist in building and maintaining a high quality rodeo program.
- Must be student centered/oriented and be supportive of the community college philosophy.
- Must be willing to lead recruitment and fund raising efforts.

**Physical Demands and Work Environment:**

- Work is normally performed in an outdoor arena type setting with some indoor class work.
- Physical effort is required and the employee must occasionally lift and/or move up to 100 pounds.
- Physical risk working with livestock and equipment related to the duties and responsibilities specified.