

JOB DESCRIPTION

Job Title: Senior Head ESports Coach

Job Title Code: CV7

FLSA: Exempt

Salary Range: N05 \$53,000 - \$84,800

Reports to: TBD

Dallas College

Since 1965, Dallas College, formerly known as the Dallas County Community College District (DCCCD) has served more than three (3) million students. We are one of the largest community college systems in the state of Texas, which includes seven campus locations around the Dallas/Fort Worth area. We strive to be a leader in the Community College space, placing students at the center of everything we do.

Position Summary

A lead position that provides technical and administrative support to the athletes and fellow coaches at the campus location. The Head Esports Coach will be responsible for developing and launching the varsity Esports program at the Dallas College, as well as recruiting student participants for the program, and coaching and devising strategy for the team. The Esports Coach will also provide key input into the selection of games and tournaments in which the team will participate.

- Significant responsibility assisting in the operations for Dallas College Athletics
- Assist in the issuance, return, inventory and maintenance of all team equipment and apparel to student athletes and staff.
- Assists in maintaining accuracy of schedules and communication in all athletic programs.
- Assist in securing appropriate game personnel for athletic events.
- Investigate and coordinate travel details for local and out-of-town athletic events.
- Assist Athletic Director and location directors in creating and managing assigned budgets.
- Support professional development opportunities for the department, including training programs, tutoring, and mentoring.



Required Knowledge, Skills and Abilities

- Strong knowledge of sports activities. Ability to provide guidance and direction for an ESports program. Able to coordinate with coaches about the scheduling of games and practices.
- Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. Must determine the time allocated for a field, court, weight room, computer labs.
- Demonstrate an ability to develop, coordinate, train and implement workshops and seminars such as: sports skills classes, events to recognize special accomplishments, classroom/community presentations to inform and recruit student/athletes.
- Able to maintain a variety of related records/databases and provide information required for decision making and reporting to state/federal agencies. Must be able to file reports on the status of each team and its successes and shortcomings.
- Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.
- Knowledge of the purpose of community colleges and the vision of Dallas College
- At least one-year competitive eSports experience involving multiplayer online video games with team-based elements and expert knowledge of League of Legends, Overwatch, Hearthstone, or similar games.
- Coaching or teaching experience preferred.
- Experience recruiting high school or college students preferred.
- Ability to envision and drive growth for the Colleges' Esports program.
- Ability to understand NJCAA policies and philosophy.
- Self-motivated, with the ability to resolve issues independently.
- Strong relationship-building skills.
- Effective written and oral communication skills, including public speaking.
- Affinity with the overall mission of Dallas College

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.

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- A valid driver's license and ability to travel are required.
- Ability to work with a diverse community of students, faculty, administrators and professional colleagues.

Key Responsibilities

- Coordinates college activities to meet program objectives.
- Special objectives relate to student/athlete populations, which may include any of the following services for teams and/or individuals: counseling/advising, teaching/tutoring, placement, assessment, mediating, evaluating, interpreting, etc.
- Act as Team Leader during absences of the Program Administrator and in some instances will act as an assistant coach in other sports.
- Develops and coordinates athletic related community programs that will utilize campus use.
- Reviews related forms, applications and recommends eligibility; verifies accuracy, completeness and compliance with DCCCD policies, according to department/program guidelines and state/federal regulations.
- Coordinates and plans athletic related activities such as practice/game day assignments. manage and supervise part-time staff, students and volunteers Attends monthly staff meetings.
- Recruiting and retaining prospective student/athletes from the college service area and beyond for the Esports program
- Conducting coaching and instruction activities during training, practice and competition
- Providing guidance and input on games selected for varsity competition.
- Providing input on design of Esports facility and selection of equipment, as well as maintaining of same.
- Coordinating off-season, practice, and competition schedules
- Assist in the development and sustaining in the branding of the department through collaborating in the planning and acquisition of apparel.
- Develops forms, handouts, and brochures used in program to publicize program services through public and private information sources. Responsible for coordinating production and distribution activities.

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- Coordinates program with existing college services.
- Coordinates submission of weekly statistical reports to NJCAA National office.
- Interpret, articulate and implement a variety of regulations, policies and procedures to ensure compliance with Dallas College, state, federal and NJCAA requirements.
- Participates in periodic inventory of equipment, supplies and uniforms.
- Assists in the development and monitoring of budget allocation to the team/s, including the requisition of equipment, supplies, and uniforms with inventory of same
- Develop strategic initiatives to grow the quality, visibility, and impact of athletic activities within Dallas College.
- Coordinate travel arrangements, including hotel and transportation scheduling for local and out-of-town athletic events.
- Running camps, clinics, and promotional events
- Pursuing sponsorship opportunities within the Esports business world.
- Ensuring team compliance with all leagues, conference, and institutional rules and regulations
- Completes required Dallas College Professional Development training hours per academic year.
- Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the Dallas College community network.
- Continuously ensuring personal behavior and program reputation are in alignment with the Dallas College values and brand.
- Performs other duties as assigned.

Physical Requirements

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Ability to work flexible schedules, including evenings and weekends is required. Significant travel is required for recruiting. Sit/stand for long periods of time, operate or demonstrate instructional equipment and technologies, speak and hear clearly, transport equipment to various sites, drive to various sites, lift heavy objects to approximately 50

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pounds. May work around standard office conditions. Use of manual dexterity. Climbing of stairs. Lifting and moving. Schedule may vary with sport season. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

Minimum Qualifications

- Associate degree plus three (3) years of experience. Some positions may require a current and valid commercial driver's license (CDL). Individuals driving on behalf of DC must be approved by the district and have at least six (6) years of driving experience to be eligible to drive a DC owned, leased, borrowed or rented van. If driving a vehicle designed to carry 16 or more passengers, individual must have a CDL license and complete DC's van training. Official transcripts will be required. ***

**** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ****

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