

Professional Position Description

Title: Strength and Conditioning Coordinator
Division: Athletics and Recreation
Department: Athletics
Location: Costello Sports Complex, Gorham campus
Schedule: Regular, full-time, with nights and weekends as required
Reports to: Director of Athletic Healthcare Services

Statement of the Job

Strength and Conditioning Coordinator is responsible for the development, implementation, and supervision of comprehensive strength and conditioning programs that enhance the performance, health, and safety of student-athletes participating in varsity athletics at the University of Southern Maine. This position supports the mission of NCAA Division III athletics by prioritizing the holistic development of student-athletes while promoting competitive excellence, injury prevention, and overall wellness.

The Strength & Conditioning Coach will collaborate closely with head coaches, athletic healthcare staff and athletics administration to ensure training programs are sport-specific, evidence-based, and aligned with the goals of the department and the philosophy of NCAA.

Essential Functions

Strength & Conditioning Program Development

- Design and implement sport-specific strength and conditioning programs for varsity athletic teams.
- Develop periodized training plans focused on performance enhancement, injury prevention, and recovery.
- Supervise team and individual training sessions in all USM athletic venues.
- Monitor student-athlete progress and adjust programs based on performance metrics and individual needs.

Student-Athlete Health & Safety

- Teach and enforce proper lifting techniques, safety procedures, and injury prevention strategies.
- Collaborate with sports medicine staff to support injury prevention, rehabilitation and return-to-play protocols.
- Promote student-athlete wellness through education on nutrition, recovery, and performance habits.

Collaboration & Communication

- Work closely with head coaches to align strength and conditioning programs with sport-specific needs.
- Coordinate with athletic trainers & physical therapists regarding injured or rehabilitating student-athletes.

- Communicate training expectations, schedules, and progress with each respective coaching staff and athletics administration.

Facility Management

- Oversee daily operations of the strength and conditioning facility.
- Maintain and inspect equipment to ensure safety and functionality.
- Ensure adherence to facility policies, procedures, and scheduling.
- Provide support, as needed, in assisting with the operation of the Costello Sports Complex fitness center.

Education & Compliance

- Ensure all training programs and activities comply with the rules and philosophy of National Collegiate Athletic Association and NCAA Division III.
- Participate in departmental meetings, professional development opportunities, and campus initiatives.
- Maintain Current certification in CPR/First Aid/AED and the NSCA-CSCS.

Additional Duties

- Assist with departmental initiatives related to student-athlete development and wellness.
- Contribute to a positive and inclusive culture within the athletics department.
- Project a positive image and conduct oneself in a manner that brings credit to the Department of Athletics and the University.
- Develop and coach sport specific strength training programs.
- Cultivate relationships with Exercise, Health and Sports Sciences, University Health and Counseling, Campus Life, Athletic Health Care, Medical Health Team Partners.
- Perform other duties as assigned by the Director of Athletics or designee.
- Attend Athletic Department staff meetings.
- Provide educational experience for student interns in strength and conditioning, fitness, health and wellness.
- Maintain appropriate safety standards.
- Coordinate equipment purchases and maintenance.
- Analyze usage data for programing and operation.
- Additional duties as reasonably assigned.

Supervision Responsibilities

- Manage day-to-day supervision of work-study students and interns for strength and conditioning.
- Oversight of part-time strength and conditioning coach and interns for strength and conditioning.

Budget Responsibilities

- Submit all potential purchases to the Director of Athletics and Recreation for approval.
- Completes Concur requirements, travel vouchers and returns funds in accordance with UMS, university and department policy.
- Adhere to the annual budget allocation for the strength and conditioning area.
- Adhere to proper cash handling policies and procedures as well as departmental requirements.

Internal and External Contacts

- **Internal:** Health Fitness; Athletic Healthcare; Exercise Science; Student Affairs; Health and Counseling Services; Sullivan Gymnasium; Risk Management; Facilities Management
- **External:** Community Members/Membership; State Association for Strength and Conditioning; Medical Health Partners (Saco Bay and Maine Medical)

Special Essential Functions*

- Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
- Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.
- Serves as a Campus Security Authority (CSA) under the Clery Act; completes required training and promptly reports Clery Act crimes to designated University officials for inclusion in the Annual Security Report.

Knowledge, Skills and Abilities

- Thorough knowledge of fitness and wellness industry standards and trends.
- Thorough knowledge of strength and conditioning practices and trends.
- Strong interpersonal skills, leadership capacity, organizational and time-management skills.
- Expertise in leading and directing students (employees, athletes, interns).
- Marketing and promotion ability and creativity.
- Broad knowledge of a variety of athletic programs.
- Expertise in working one-on-one with students, with a commitment to student-athlete wellbeing and holistic development.
- Ability to work effectively and collaboratively with a number of different groups and organizations.
- Sensitivity to individual differences and special populations.
- Strong organizational skills, highly developed attention to detail.
- Strong work ethic.
- Highly developed communication and listening skills.
- Familiarity with the philosophy and operating structure of NCAA Division III athletics.

Qualifications

Required:

- Bachelor's Degree Exercise Science, Strength and Conditioning, Health Fitness, Physical Education or related field
- Certified Strength and Conditioning Specialist
- Demonstrated experience in teaching/coaching fitness, wellness and strength & conditioning
- Understanding of the role of fitness and wellness play in an academic setting

License/Certifications:

- Certification from a nationally recognized Strength and Conditioning organization (e.g., CSCS, SCCC)
- Certified in CPR, First Aid, AED
- Valid driver's license

Preferred:

- Master's Degree in Exercise Science, Strength and Conditioning, Health Fitness, Physical Education or related field.
- Previous collegiate strength and conditioning experience.
- 2-3 years working in a university setting.

***NOTE:** All individuals who are recommended to fill and subsequently offered a position with special essential responsibilities as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.

HR Use Only

Approved	
Revised	
Job Family	2—Health & Safety
Salary Band	3
Unit	UMPSA
CUPA Code	498810
Employee	Vacant
Position Number	00026674
Compliance	BBP, CSA, ESS, PHY, AUD