

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Coach Assistant Tennis**

Data Year: 2017

Prepared On: 11/13/2017

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Department:	Athletics	Grade:	10
Reports To:	Head Tennis Coach and AD	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Roy Allen	Effective Date:	07/26/2001
		Revised Date:	09/08/2017

**Role:**

The purpose of this position is to assist the Head Coach with all the responsibilities and duties of running a varsity collegiate sports Program. The central responsibilities of this position are recruiting student-athletes, coaching current student-athletes, and effectively advising student-athletes. Community involvement will be expected for this position as it is an important aspect of our institution. Position supervises student workers and ambassadors.

Employment based on 207 days during the fiscal year.

**Essential Functions & Responsibilities:**

- |   |     |  |
|---|-----|--|
| E | 20% | Recruiting student-athletes in state and out of state. This includes extensive travel all over Kansas and the United States. |
| E | 40% | Coaching and training current student-athletes. Preseason, in season, and post season workouts.                              |
| N | 40% | Effectively advising student-athletes to get them in the courses necessary for them to graduate.                             |

**Performance Measurements:**

1. Recruiting and signing student-athletes is a responsibility of this position. Therefore one will be evaluated accordingly their performance in this area.
2. Involvement in practice planning, running practices, training student-athletes, and assisting the Head Coach with all of these tasks are important performance aspects of this position.
3. Requires community involvement in regards to speaking engagements, working with community organizations, and representing the college in a positive manner whenever possible.
4. Ability to effectively assist with budgetary responsibilities when utilizing college funds for recruiting and team travel.
5. Effectively advise student-athletes and assure progress towards graduation to performance measures.

**Knowledge and Skills:**

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|----------------------|--|
| Experience           | Six months to two years of similar or related experience.  |
| Education            | A Bachelor's degree.   |
| Interpersonal Skills | A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts |

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become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.

**Other Skills**

**Physical  
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 2 hours at one time with a total of 4 hours

Standing for a period of 4 hours at one time with a total of 8 hours

Walking for a period of 2 hours at one time with a total of 2 hours

Lifting up to 5 -100lbs occasionally (1% 33%)

Carrying up to 5-100lbs occasionally (1% 33%)

Repetitive Action: use of right and left hand for simple grasping; pushing and pulling; and fine manipulation

Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally (1% 33%)

Individual will be around moving machinery; be exposed to marked changes in temperatures and will drive automotive equipment.

**Work Environment** Overnight trips for games and recruiting required.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature