

Seward County Community College
Structured Compensation - Job Description
Coach Head Womens Basketball

Data Year: 2017

Prepared On: 04/05/2018

Department:	Athletics	Grade:	13
Reports To:	Athletic Director	Classification:	Exempt
Supervises Direct:	1	Supervises Indirect:	0
Approved By:	Roy Allen	Effective Date:	07/01/2007
		Revised Date:	04/05/2018

Role:

Develops and directs strategy for recruiting, counseling and coaching student athletes in the major sport program. Directs the conditioning of student athletes to achieve maximum athletic performance, assesses players' skills and assigns team positions, evaluates own and opposition team capabilities to determine game strategy, and Coaches or directs coaches to instruct players in techniques of game. Advise student-athletes for academic success and manages public relations in community and service area. Leads funding raising efforts for WBB scholarships and operating budget.

Employment based on 227 days during the fiscal year.

Essential Functions & Responsibilities:

- E 30% Recruits student-athletes by identifying prospects, targeting recruits, and executing the recruiting process from start to finish. This includes extensive travel around Kansas and the United States to identify potential prospects and begin the recruiting process. Also develops strategies for the retention of current student-athletes.
- E 30% To develop philosophy for all facets of the major sport to be carried into practices and games. Analyze team and player performance, instructing student-athletes in in game strategies and techniques to prepare them for competition
- E 10% To plan, schedule, and coordinate practices, games, personal and team travel in compliance with institutional policies and procedures.
- E 5% To monitor and develop program and scholarship budgets.
- E 25% Mentors and advises student-athletes in academics, discipline, and personal matters. This includes monitoring academic progress and the eligibility status of all WBB student-athletes while ensuring quality progress towards graduation.

Performance Measurements:

1. To understand the rules and regulations of the National Junior College Athletic Association, Kansas Jayhawk Community College Conference, and Region VI.
2. To participate in public relation activities, to include granting interviews with newspaper, radio and television media, attending press conferences and making public appearances.
3. To represent the department at professional, civic, charitable, and alumni events.
4. To develop and manage annual budget within budgetary guidelines and submit ending inventory of office equipment and team supplies.
5. To assist in the care and maintenance of the gym/court/weight room.

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6. To monitor academic progress of athletes in regards to grades and attendance.
7. To report information promptly and accurately to the media by utilizing the SCCC Sports Information Director.
8. To assist with planning and coordinating fund raising activities.
9. To adhere to community life and National and State Athletic Association standards.
10. To demonstrate leadership through athletics.
11. To foster and maintain a professional and positive relationship with athletes, community, department/college personnel and Saints Booster Club.
12. To maintain confidentiality of student records.
13. To attend Athletic Department meetings.

Knowledge and Skills:

Experience	Two years to five 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 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	Excellent written, oral and interpersonal communication skills are necessary. Computer proficiency is desired (Microsoft Office).
Physical Requirements	Physical requirements are based on an 8-hour work day and may vary slightly. Sitting for a period of 30 min at one time with a total of 1.5 hours Standing for a period of 1 hour at one time with a total of 6 hours Walking for a period of 10 minutes at one time with a total of 30 minutes Lifting up to 5 lbs. frequently and up to 100 lbs. occasionally Carrying up to 10 lbs. frequently and up to 50 lbs. occasionally Use of right and left hand for simple grasping; pushing and pulling; and fine manipulation Bending and squatting frequently and crawling, climbing and reaching above shoulder level occasionally Keyboarding 3-4 hours daily Individual will be around moving machinery; be exposed to marked changes in temperatures; and will drive automotive equipment. Individual will be exposed to dust, fumes, and gases during field and court maintenance.

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Work Environment Environment is variable depending on duties and responsibilities.

Typical office environment occasionally

Overnight trips for games and recruiting required.

Performs physical activities requiring considerable use of arms and legs and moving of whole body.

Exposure to outdoors weather conditions, such as wind, heat, cold, dampness, etc.

Exposure to indoor conditions may involve heat and high noise levels.

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.

Printed Employee Name

Date

Employee Signature