

Seward County Community College
Structured Compensation - Job Description
Coach Head Tennis

Data Year: 2017

Prepared On: 11/13/2017

Department:	Athletics	Grade:	9
Reports To:	Athletic Director	Classification:	Exempt
Supervises Direct:	1	Supervises Indirect:	0
Approved By:	Roy Allen	Effective Date:	07/01/2007
		Revised Date:	09/08/2017

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. Employment based on 227 days during the fiscal year.

Essential Functions & Responsibilities:

- E 30% Recruits student athletes and assists with enrollment, advisement, and placement of student athletes.
- E 40% Plans, schedules, and coordinates practices, games, personal and team travel in compliance with institutional policies and procedures.
- E 10% Develops strategies for the retention of current student athletes.
- E 20% Monitors and develops operational and scholarship budgets.

Performance Measurements:

1. Follows the rules and regulations of the National Junior College Athletic Association, Kansas Jayhawk Community College Conference and Region VI.
2. Participates in public relation activities, grants interviews with newspaper, radio and television media, attends press conferences and makes public appearances.
3. Actively involved in student athletes transition to a four year program.
4. Represents the athletic department and college at professional, civic, charitable, and alumni events.
5. Develops and manages operational and scholarship budgets within guidelines and submits an annual inventory of office equipment and team supply list by established deadline.
6. Provides and coordinates gym, field, and/or court maintenance and care.
7. Monitors student athletes' academic progress and utilizes college resources such as tutoring, at-risk counseling, study tables, etc.
8. Reports game and program information and statistics promptly and accurately to the college's Sports Information Director, KJCCC, Regional II, and/or the NJCAA.
9. Assists with planning and coordinating fund raising activities.
10. Adheres to community life and National and State Athletic Association standards.

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11. Demonstrates leadership through athletics.
12. Fosters and maintains a professional and positive relationship with athletes, community, department/college personnel and Saints Booster Club.
13. Maintains confidentiality of student records as defined by the college, state, and federal regulations.
14. Attends Athletic Department meetings.
15. Travels with the team.
16. Identifies and recruits the allowed number or exceeds the number as defined by NJCAA guidelines of quality athletes. Assists with student athlete's enrollment and advisement.
17. Communicates with athletic director and peers in an effective and professional manner.
18. Mentors and supervises assistant coach(es).

Knowledge and Skills:

Experience	Minimum of 4 years experience, (2 years as collegiate head coach, preferred with remaining experience as high school/assistant coach or professional.) Experience in recruiting at the collegiate level.
Education	Bachelor's degree required. Master's preferred.
Interpersonal Skills	A significant level of trust, diplomacy, and professionalism 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 involves 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	<p>Knowledge:</p> <p>Principles and methods of recruiting, conditioning, game strategies, and techniques related to sports program.</p> <p>Management methods and ability to provide guidance within area of responsibility and provide direct training and supervision as needed.</p> <p>Positive and constructive re-enforcement.</p> <p>Knowledge on maximizing the safety and wellness of student athletes.</p> <p>Skills:</p> <p>Active listening.</p> <p>Excellent written, oral, and interpersonal communication skills.</p> <p>Skill in budget preparation.</p> <p>Abilities:</p> <p>Ability to recruit, coach and teach talented student-athletes.</p> <p>Ability to instruct academic courses.</p>

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Ability to adhere to all policies, rules, and regulations of the college, Jayhawk Conference, and the NJCAA.

Ability to represent the department and College in a friendly, courteous, and professional manner.

Ability to respond to emergency situations in a timely manner.

Ability to use a computer.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and will vary accordingly to duties and responsibilities.

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 4 hours

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

Lifting up to 5-100lbs occasionally

Carrying up to 5-100lbs occasionally

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

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.

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.

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Printed Employee Name

Date

Employee Signature