

Seward County Community College
Structured Compensation - Job Description
Coach Assistant Men's Basketball

Data Year: 2017

Prepared On: 11/13/2017

Department:	Athletics	Grade:	10
Reports To:	Head Coach and Athletic Director	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	2
Approved By:	Dr K Trzaska	Effective Date:	04/01/2017
		Revised Date:	03/28/2017

Role:

Responsible for assisting with the management and administration of all phases of the men's basketball program in a manner that upholds the Seward County Community College mission, core values, philosophy, and objectives of the Athletics Department.

The role of the Assistant Coach (AC) is to support the Men's Basketball Head Coach through facilitating and supporting the development and performance of MBB student-athletes in both their academic and athletic endeavors. The AC is responsible for academic advising of student-athletes in MBB. This should include guiding student-athletes administratively through their academic progress, academic challenges, and academic ultimately their degree completion.

The AC assists players in game strategies and techniques in an effort to prepare them for athletic competition; the AC will observe players while they perform to determine need for individual or team improvement; The AC should be prepared to coach players individually or in groups, demonstrating techniques of that sport coached. The AC assists the head coach in the supervision of work study students.

Employment based on 207 days during a fiscal year.

Essential Functions & Responsibilities:

- E 40% Advises, mentors and guides athletic team members in academics, discipline, and personal matters. This should include consulting and interacting regularly with Admissions, Academic Advisor, and other College administrators as needed, to resolve concerns and ultimately support the positive advancement of the team academically and athletically. The AC will assist in regularly monitoring the academic progress and eligibility status of each student athlete in Men's Basketball. The AC advises and counsels student athletes regarding their obligations to comply with all rules and regulations related to financial aid and eligibility, as well as personal conduct, appearance, and character.
- E 40% Serves as assistant to the head coach through providing analysis of team and player performance, instructing student athletes in game strategies and techniques to prepare them for athletic competition; The AC will observe and mentor players while they perform both athletically and academically to determine need for individual or team improvement.
- E 20% Serves as a recruiter of prospective student-athletes. The assistant coach will generate college-approved letters of intent (agreements) with student athletes. Recruiting can occur through attending in- and out-of-state games and tournaments, developing relationships and making regular contacts with coaches, and conducting high school and home visits. AC should coordinate personal and player travel arrangements and assists in campus visitations when necessary.

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Performance Measurements:

1. To understand the rules and regulations of 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 College-sponsored alumni events both local and nationally.
4. To assist the Head Coach with planning and coordinating fund raising activities for Mens' Basketball.
5. To adhere to community life, National, and State, and Region Athletic Association standards.
6. To demonstrate leadership on campus through athletics and engagement in the overall campus culture.
7. To foster and maintain a professional and positive relationship with athletes, community, College employee team members (colleagues), and the Saints Booster Club.
8. To maintain confidentiality of student records and all information pertaining to Seward County Community College and the Athletic Department.
9. To attend Athletic Department and All Team meetings.
10. To work a minimum of 40 hours Monday-Friday, additional hours may be needed to meet the essential functions and expectations of the position.

Knowledge and Skills:

Experience	Two years to five years of similar or related experience (i.e. prior coaching and/or collegiate playing experience).
Education	A Bachelor's degree required.
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 becomes necessary.
Other Skills	Knowledge of: The sport in which one will be coaching. NCAA, KJCCA, and NJCAA rules and policies Learning and motivational methods. Structure and content of the English language including spelling, composition, and grammar. Effective recruiting and scouting prospective student-athletes Effective promotional practices. Academic requirement in order to properly advise student-athletes.

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Skills:

Excellent written, oral and interpersonal communication.

Computer proficiency is desired.

Problem solving.

Dealing with prospective student-athletes and college staff and personnel.

Commit to help every player on the team equally.

Organization and management of the athletic program.

Abilities to:

Use of Microsoft Office applications.

Speak clearly so others can understand both orally and written.

Follow rules to specific problems to produce results.

Assist with monitoring, and management of the scholarship program and budgets.

Assist in the planning, scheduling, and coordination of practices, games, and activities on campus and while traveling.

Maintain good relationships with Head Coach, students-athletes, college staff, and the community.

Demonstrate sportsmanship, fairness and leadership at all times and teach those attributes to players through words and example.

Put the emotional and physical health of the players first.

Remain enthusiastic about the sport and coaching, and display this enthusiasm to players in good times and bad.

Keep the lines of communication open among players, coaches and parents.

Encourage and teach the fundamentals and strategy of sport with understanding and patience.

Analyzes performance and instructs student athletes in game strategies and techniques.

Determine need for individual or team improvement.

Recruits by making contracts with potential student athletes.

Obtain and maintain a CDL.

**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 2 hours at one time with a total of 2 hours

Walking for a period of 1 hour at one time with a total of 2 hours

Lifting up to 5 lbs. frequently and up to 100 lbs. occasionally

Carrying up to 5 lbs. frequently and up to 100 lbs. occasionally

Use of right and left hand for simple grasping, fine manipulation, and pushing and pulling

Bending, squatting, crawling, 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