

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

Data Year: 2017

Prepared On: 11/13/2017

Department:	Athletics	Grade:	10
Reports To:	Head Coach / Athletic Director	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	R Allen/ Dr. Trzaska	Effective Date:	01/01/2010
		Revised Date:	07/18/2017

Role:

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

Assistant coach will collaborate with the head coach on budgeting, scheduling, practice planning and advising.

These central job responsibilities are based on a fiscal year employment of 207 days. Therefore all responsibilities should be completed during this time.

Essential Functions & Responsibilities:

- | | | |
|---|-----|---|
| E | 40% | One on one and in-practice coaching and training of current-student athletes. Conducts pre-season, in-season, and post-season workouts. |
| E | 40% | 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 prospects to begin the recruiting process. |
| E | 15% | Mentors student-athletes in academics, discipline and personal matters. This includes monitoring academic progress and the eligibility status of all women's basketball student-athletes while ensuring quality progress towards graduation. |
| N | 5% | Plan, coordinate and execute community service events for the women's basketball program. |

Performance Measurements:

1. Recruiting and signing student-athletes is the main responsibility of this position, therefore one will be evaluated accordingly by performance in this area.
2. Involvement in practice planning, running practices, training student-athletes, and assisting the Head Coach are areas of running a college athletic program that are essential. Therefore performance in these areas is very critical and must be measured accordingly.
3. Requires community involvement in regards to speaking engagements, working with community organizations, Saints Booster club, college, and representing the college in a positive manner whenever possible.
4. Ability to effectively take care of all budgetary responsibilities when utilizing college funds for recruiting and team travel.

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5. Mandatory to follow all Institutional, National (NJCAA), and Conference (KJCCC) guidelines in regards to every aspect within the athletic program.
6. Effectively mentors WBB student-athletes for academic and athletic progress.

Knowledge and Skills:

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 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
	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 2 hours at one time with a total of 2 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.
	Individual will be exposed to dust, fumes, and gases during field and court maintenance.

Work Environment

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.

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

Printed Employee Name

Date

Employee Signature