

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

Data Year: 2017

Prepared On: 11/13/2017

Department:	Athletics	Grade:	13
Reports To:	Athletic Director	Classification:	Exempt
Supervises Direct:	1	Supervises Indirect:	2
Approved By:	Dr K Trzaska	Effective Date:	04/01/2017
		Revised Date:	03/29/2017

Role:

The Head Men's Basketball Coach (HC) will be responsible for facilitating the academic, athletic, and overall growth of every Men's Basketball student-athlete. Additionally, this individual, will work closely with the Advising Counselor and Director of Athletics to continually assess and elevate the program's status in the areas of academics, recruiting, budget tracking and reporting, equipment ordering, marketing/public relations, sports medicine, strength and conditioning, departmental compliance, and alumni engagement.

The HC develops and directs recruiting efforts, academic and non-academic counseling/advising and coaching of student athletes in Men's Basketball.

Employment based on 221 days during the fiscal year.

Essential Functions & Responsibilities:

- E 30% Plan, organize, and direct all activities involved with Seward's Men's Basketball program. This includes developing and sustaining a positive and quality philosophy for all facets of the team that is to be carried out in competition, in the classroom and within the community.
- E 25% Serves as a key recruiter of prospective student-athletes. The HC will work with the AC to 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.
- E 20% To develop, monitor and manage MBB scholarship and program budgets.
- E 15% To plan, schedule, and coordinate practices, games, personal and team travel in compliance with institutional (KJCCC, NJCAA, and Region VI) policies and procedures.
- E 10% To work with the AC to develop strategies for the retention of student-athletes.

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 news outlets such as newspapers, radio and television media, and 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.
5. To assist in the care and maintenance of the gym/field/court.

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6. To monitor academic progress of athletes in regard to grades, attendance, and conduct on and off the court.
7. To report information promptly and accurately to the media by utilizing the College's Sports Information Specialist (Sports Information Director) and Executive Director of Public Relations and Marketing.
8. To Plan, coordinate, and execute fund raising activities to support the advancement of the program.
9. To adhere to community life and National, and State, and Region Athletic Association standards.
10. To demonstrate leadership through athletics.
11. To foster and maintain a professional and positive relationship with athletes, community members, college employee team members (colleagues), and Saints Booster Club.
12. To maintain confidentiality of student records and all matters pertaining to Seward County Community College and the Athletic Department.
13. To attend Athletic Department and monthly All Team Meetings.
14. To obtain and maintain a CDL in order to transport team when necessary.

Knowledge and Skills:

Experience	Five to ten years of experience. Minimum of five years of combined experience of two years as head coach at the collegiate level and three additional years of coaching experience at a high school, collegiate, or professional level which may include assistant coaching experience. Experience in recruiting at a the collegiate level.
Education	A Bachelor's degree required; Master's degree preferred
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 and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	<p>Knowledge of:</p> <p>The sport in which one will be coaching.</p> <p>NCAA, KJCCA, and NJCAA rules and policies</p> <p>Learning and motivational methods.</p> <p>Structure and content of the English language including spelling, composition, and grammar.</p> <p>Effective recruiting and scouting prospective student-athletes</p> <p>Effective promotional practices.</p> <p>Academic requirement in order to properly advise student-athletes.</p> <p>Skills:</p> <p>Excellent written, oral and interpersonal communication.</p> <p>Managing budgetary responsibility.</p> <p>Computer proficiency is desired.</p>

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Dealing with prospective student-athletes and college staff and personnel.
Organization and management of the athletic program.
Problem solving.
Teaching and/or communicating instruction effectively.
Direct activities and conduct to enhance the sports program in a way to enhance the College.

Abilities to:
Use of Microsoft Office applications.
Speak clearly so others can understand both orally and written.
Apply rules to specific problems to produce results.
Listen effectively.
Develop, monitor, and manage the scholarship program and budgets.
Plan, schedule, and coordinate practices, games, and activities on campus and while traveling.
Develop and maintain good relationships with students-athletes, college staff, and the community.
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.

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:

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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