

POSITION DESCRIPTION

JOB TITLE: ASSISTANT WOMEN'S BASKETBALL COACH

DEPARTMENT: ATHLETICS

DIVISION: STUDENT AFFAIRS

SALARY: \$16,093.82 PLUS HOUSING AND MEAL PLAN

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: HEAD WOMEN'S BASKETBALL COACH AND ATHLETIC DIRECTOR

SCHEDULE DETAILS: FACULTY/FULL-TIME/10 MONTH POSITION/MISSOURI PUBLIC SCHOOL RETIREMENT SYSTEM

DATE OF LATEST REVIEW/REVISIONS: 08/07/2023

Position Summary

The Assistant Women's Basketball Coach assists in the coaching of the Women's Basketball team which includes instruction in the rules, regulations, techniques, and team concepts of the sport, specific position instruction, game day coaching and instruction, practice planning and execution both during on- and off-season, recruitment, conditioning, supervision of athletes, maintenance of Women's Basketball facilities and equipment, and administrative tasks.

Essential Job Duties

- Provide instruction in all aspects of the game of Women's Basketball including fundamentals of the game, rules, regulations, techniques, and team concepts.
- Provide specific position instruction.
- Provide planning and execution of instruction during in- and off-season daily practices.
- Provide game day instruction and coaching.
- Perform recruiting activities to develop a competitive team.
- Maintain Women's Basketball facilities. Perform pre-game and post-game facility preparation.
- Perform weekly random room checks in the residence halls and enforce curfews.
- Coordinate team travel arrangements, motel reservations, travel itineraries and make arrangements with food service for meals when games interfere with regular dining schedule.
- Report game scores and information to the media, as needed, and to NJCAA each week.
- Maintain stats internally as well as on the NJCAA website.
- Coordinate equipment and gym maintenance.
- Assist the head coach with implementation, supervision, and coordination of fundraisers.
- Supervise and assist student-athletes in community projects.
- Supervise study hall.
- Maintain office hours and correspondence files.
- Perform other related tasks as assigned by the Head Coach, Athletic Director and/or Vice President of Student Affairs.

Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Three successful years as a basketball coach
- Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members.
- Understanding of and commitment to the community college philosophy and mission.

Preferred Knowledge, Skills & Abilities

- Master's Degree
- Three successful years of Collegiate level basketball coaching

Information Technology Abilities

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use E-mail.
- Ability to perform basic Word and Excel functions

Positions Supervised

- None

Working Environment

- Usually indoors in a gym, office or classroom environment with minimal exposure to temperature changes, noise, dust or chemicals.
- A neat appearance and appropriate apparel are required.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required
- A neat appearance and appropriate apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment

- Position will involve mobility within the campus facilities and various sites including game locations.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students, parents, and the general public, in both written and oral mediums.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.