JOB DESCRIPTION

**POSITION TITLE:** Assistant Coach - Men’s Basketball

**PRIMARY LOCATION:** Douglas Campus

**PARAMETERS:** Full-time; 10 months/year

**STATUS:** Exempt

**PAY GRADE:** AS07

**JOB SUMMARY:** The Assistant Coach for Men’s Basketball is responsible for assisting the Head Men’s Basketball Coach in coaching the highly competitive NJCAA men’s basketball program. Recruiting student athletes, assisting in coordinating practices and activity travel, and in promoting events and activities.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**DUTIES AND RESPONSIBILITIES:** Within the scope of college policies and procedures, this position:

- Assists the Head Basketball Coach in planning, directing, and coaching intercollegiate men’s basketball program; develops student/athletes’ fullest potential while being regionally competitive and ethically run; ensures NJCAA rules and regulation compliance

- Provides quality coaching and instruction to students participating in the men’s basketball program; develops, implements, and teaches related program curriculum as assigned

- Assists Head Men’s Basketball Coach with oversight of student athlete’s conduct both on and off the court, assists with conflict resolution, development of positive interpersonal relationships including campus integration with other students and faculty;

- Assists with the recruitment of student athletes; supports student athletes in realizing individual, team and academic goals

- Attends college, department, and division meetings as required

- Performs related duties as assigned

**GENERAL EXPECTATIONS:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**MINIMUM REQUIRED QUALIFICATIONS:**
- Bachelor’s degree in related field from an accredited institution of higher learning recognized by the US Department of Education
- Three years’ experience coaching and/or playing basketball
- Prior college coaching experience preferred
- CPR and First Aid Certification or ability to obtain within six months
- Valid driver’s license and the ability to be insured to drive college vehicles required

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

Revised 05/15
JOB DESCRIPTION

Knowledge of and ability to follow college policies and procedures
Knowledge of intercollegiate basketball program
Knowledge of and skill in use of computers and software applications, specifically Microsoft Office
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize and follow multiple projects and tasks to completion
Ability to promote a positive atmosphere of teamwork and cooperation both within the College and the community
Ability to effectively supervise the work of others
Ability to effectively identify and resolve problems while maintaining confidentiality
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public
Strong personal work ethic and high level of personal integrity

WORK ENVIRONMENT: Work is primarily performed on a basketball court, classroom or office setting under general supervision and with appropriate climate controls. Travel, early morning, evening, and weekend work is required.

PHYSICAL REQUIREMENTS: Essential functions of this position require: lifting, manual dexterity, large motor skills, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

REPORTABILITY: Head Coach Men’s Basketball

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.