

# JOB DESCRIPTION



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**Position Title:** Assistant Coach – Women’s Basketball

**Department:** Athletics

**Employment Category:** Coaches

**Primary Location:** Douglas Campus

**FLSA Classification:** Exempt

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

**Pay Grade:** Coach

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**Position Summary:** The Assistant Coach for Women’s Basketball is responsible for assisting the Head Women’s Basketball Coach in coaching highly competitive NJCAA women’s basketball program, recruiting student athletes, assisting in coordinating practices and activity travel, and promoting events and activities.

**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 Women’s Basketball Coach in planning, directing, and coaching intercollegiate Women’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 women’s basketball program; develops, implements, and teaches related program curriculum as assigned

Assists in the supervision and coordination of women’s basketball events and activities; attends scheduled women’s basketball practices, classes, and all competitions; enforces safety regulations and procedures

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

Assists Head Women’s Basketball Coach in providing ongoing 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

Attends assigned 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.

**Education and Experience Requirements:**

Bachelor’s degree in related field from a regionally 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

Reviewed EDHR 04/2020

VPHR approved 5/17

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CPR and First Aid Certification or ability to obtain certification required  
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.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of intercollegiate basketball programs  
Knowledge of and skill in use of computers and software applications, specifically Microsoft Office  
Effective organizational, communication, and interpersonal skills  
Ability to relate to a diverse population in a professional and helpful manner  
Ability to organize, prioritize, and follow multiple projects and tasks to completion  
Ability to work in adverse conditions, weekends, and evenings  
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  
Strong personal work ethic and high level of personal integrity  
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under limited supervision on a basketball court, in a classroom or office setting with appropriate climate control. Travel, early morning, evening, and weekend work is required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, 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

**Reports to:** Head Women's Basketball Coach

**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.