

Head Women's Basketball Coach

DEPARTMENT: Athletics

FLSA STATUS: Exempt

JOB TYPE: Full-Time

SALARY: \$45,000

FUNCTION: Serve as Head Women's Basketball Coach and ensure proper management, organizing and planning for the Women's Basketball Team.

REPORTS TO: Athletic Director

MAJOR DUTIES/RESPONSIBILITIES (may include but are not limited too):

The Head Women's Basketball Coach is responsible for the overall supervision and operation of the Women's Basketball Program. The Head Women's Basketball Coach is responsible for:

- Conducting individual activities of recruiting.
- Fundraising
- Scouting
- Organizing team travel.
- Scheduling games.
- Conducting team and individual practices.
- Practice and Game Day planning of the Women's Basketball Program. Communicate practice and game day schedule (by stated deadline) to Athletic Director to prevent schedule conflicts and for schedule approval.
- Maintaining a current working knowledge of the rules and regulations of Region X Women's DII NJCAA Basketball. This includes, but is not limited to, Letters of Intent, Scholarships, Recruitment Rules, Eligibility, Region X Bylaws, any and all other rules and regulations pertaining to NJCAA Women's DII Basketball and Region X.
- Order equipment/uniforms needed for the athletic season. All requests must be submitted to the Athletic Director for approval.
- Monitoring and supporting the student-athletes' academic progress.
- Performs pre-season and post-season activities.
- Tracking the admissions and eligibility process involving recruited student-athletes.
- Tracking and maintaining inventories of all basketball equipment, compiles, and reports related statistics.
- Submitting game statistics to the Athletic Director via email, for games played within 48 hours of the game being played.
- Responsible for complying with the rules and regulations of the National Junior College Association.
- Maintaining communication with coaches and NJCAA Women's Official Booking Agent to confirm game dates and times throughout the entire season.
- Attend meetings and trainings on campus as needed.

- Providing assistance (as needed) to AD to help ensure the success of the athletic program at Clinton College.

QUALIFICATION/EXPERIENCE:

- Bachelor's degree from accredited institution.
- Experience coaching.
- Demonstrate excellent/strong organizational and communication (both oral and written) skills.
- Strong interpersonal skills with students.
- Ability to provide feedback, support, and encouragement to students.
- Ability to establish and maintain effective working relationships.
- Ability to maintain restraint and keep calm when faced with irate/angry individuals or tense situations.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Women's Head Basketball Coach." The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.