

## **POSITION DESCRIPTION**

### **JV Women's Basketball Head Coach**

**DEPARTMENT:** ATHLETICS

**CLASSIFICATION:** PART-TIME (10 MONTH POSITION)

**SALARY:** \$10,000

**FUNCTION:** Coach the women's JV basketball team with other duties including recruitment, practice and game day coaching, fundraising, conditioning of athletes, supervision of athletes, maintenance practice facility and equipment, award, budgets, and arrange travel and meals.

**REPORTS TO:** ATHLETIC DIRECTOR

#### **MAJOR RESPONSIBILITIES:**

- Teach all aspects of the sport of basketball through fundamentals in daily practice sessions.
- Recruit and maintain an active team roster of women's JV basketball student athletes in order to develop a competitive team.
- Develop and evaluate each athlete's performance.
- Conduct and supervise all practices.
- Schedule and attend all contests.
- Ensure students comply with all athletics policies and procedures (curfews, room checks, health protocols, etc.).
- Coordinate team travel arrangements, lodging, and travel itineraries.
- Arrange special meals with campus food service when games interfere with the regular dining schedule.
- Report game results and information to the Sports Information Director.
- Assist with maintenance and updates to the athletics/JV Basketball portion of the website.
- Coordinate maintenance of JV Basketball program equipment.
- Coordinate and supervise fundraisers and appropriately manage fundraising budget.
- Appropriately manage, in cooperation with the Athletic Director, the JV Basketball budget.
- Supervise and assist student-athletes in community projects.
- Maintain office hours and correspondence files.
- Perform other related tasks as assigned by the Athletic Director.

**REQUIRED QUALIFICATIONS:**

- Bachelor's Degree
- Experience teaching, developing, and coaching Basketball
- Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members.
- Ability to communicate effectively with a variety of people, including staff, students, parents, and the general public, in both written and oral mediums.
- Understanding of and commitment to the college philosophy and mission.
- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Clinton College Network environment.
- Ability to use E-mail.
- Ability to perform basic Word and Excel functions

**PREFERRED QUALIFICATIONS:**

- Three successful years of coaching

**WORKING ENVIRONMENT:**

- Sometimes indoors in a gym, office or classroom environment with minimal exposure to temperature changes, noise, dust or chemicals; outside during games and practices with exposure to outside elements.
- 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
- 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 REQUIREMENTS:**

- Position will involve mobility within the campus facilities and various sites including outdoor race locations.
- Ability to lift up to 50 pounds, work with athletic equipment, etc.
- 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.

**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](mailto:humanresources@clintoncollege.edu). The subject line of the email should read "JV Women's Basketball Head 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.*