



## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Women's Basketball

**REPORTS TO:** Head Women's Basketball Coach

**STATUS:** Full time, Exempt (Coaches as Exempt Teachers [29 C.F.R. 541.303])

**LENGTH OF EMPLOYMENT:** 11-month continuing position

### **JOB OVERVIEW:**

The Assistant Women's Basketball Coach's primary duties are to:

1) (45%) Perform administrative functions directly related to the development of students participating in Connors State College's intercollegiate Women's Basketball Program. Perform professional and administrative coaching duties directly related to Women's Basketball during contest and practices. These duties shall be performed with a clear understanding of, and commitment to, the mission of the College, as well as the NJCAA and Oklahoma Collegiate Athletic Conference rules and regulations. Assist with Coach's duties; assist in the completion of competition schedules, game event promotions, recruiting, fundraising, community involvement, and social activities for students.

2A) (35%) Teach undergraduate academic courses e.g., Strategies for Success, First Aid/Responding to Emergencies, Health of the School Child, and other accredited classes to CSC Students as required. Educate and develop students on the Women's Basketball team. These teachings include academic advising/tutoring, imparting strength, softball fundamentals, and fitness training techniques; film study, special workouts, practice sessions and competitive growth opportunities. Additionally, for student athletes that are also student-workers under the Assistant Coach's tutelage; the nurturing and development expands to include all aspects of the Women's Basketball team including but not limited to, team management, including gym maintenance and support, etc.

2B) (20%) Perform manual work while directing student athletes/workers in duties that are primarily in support of academic Women's Basketball, e.g., facility-field prep, and equipment maintenance.

### **DUTIES AND RESPONSIBILITIES:**

- Provide 6 hours of classroom instruction each semester.
- Conduct team strength training during "on" and "off" season to athletes.
- Properly educate & instruct student athletes on proper sport fundamentals during individual workout sessions and during film study.

- Tutor student athletes during study hall sessions
- Provide work-out instruction and guidance to fitness center attendees
- Assist Head Coach in the day-to-day operation of the Women's Basketball program
- Assist with scouting and recruiting
- Responsible for field and facilities maintenance
- Assist with summer camps and summer facility maintenance
- Must exercise discretionary judgment in recruiting student athletics
- Teach undergraduate academic courses each semester and during summer as required.
- Plan and supervise effective practices for student athletes
- Operate program within guidelines/procedures established by all governing agencies
- Maintain proper conduct of team members on and off-campus
- Maintain fiscal responsibility of program, remaining within budget and following Business Office protocol
- Maintain all equipment and athletic property in proper manner
- Communicates effectively, supports and cooperates with the Athletic Director and Dean of Students in establishing and conducting a quality athletic program
- Performs other duties as assigned by Head Coach, Athletic Director or Dean of Students

***The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent verbal communications skills, lecture capabilities
- Must possess the knowledge necessary to elevate players ability to play Softball
- Must be able to help players develop Women's Basketball skills as needed
- Must be able to work with players on a daily basis to develop Basketball skills
- Must have knowledge of off-season developmental programs: weight training, running, agility drills, and others
- Demonstrated willingness and ability to act ethically and socially responsible

**EDUCATION/ EXPERIENCE REQUIRED:**

- Bachelor's degree preferred
- High school or college-level playing or coaching

**SPECIAL REQUIREMENTS:**

- Must be able to work a flexible schedule
- Must be able to travel as needed
- Must be capable of extensive work in an outdoor environment

**LOCATION:** Warner Campus

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

09.25.16