



Head Women's Basketball Coach Athletics

HPEA/3

JOB SUMMARY

This position is responsible for directing and coaching the college's women's basketball program.

MAJOR DUTIES

- Manages women's basketball program budgets, including scholarship, travel, operating, and equipment budgets.
- Plans and manages practices; coordinates with assistant coach; instructs players.
- Recruits student athletes; attends high school games; evaluates players; communicates with coaches and players.
- Advises and monitors the academic progress of student athletes.
- Schedules and manages games; coordinates with other coaches.
- Purchases program equipment; submits requisitions for equipment purchases.
- Coordinates team travel; reserves transportation for away games; prepares expense reports and travel authorizations; coordinates meals and hotels.
- Promotes the basketball program to the news media and community groups; speaks to civic organizations.
- Coordinates fundraising events and programs.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of National Junior College Athletic Association (NJCAA) and Georgia Collegiate Athletic Association (GCAA) rules and regulations.
- Knowledge of college-level athletic program management principles.
- Knowledge of basketball rules and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the coaching and training of student athletes.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Dean assigns work in terms of program goals and objectives. The supervisor reviews work through conferences, reports and observation of program activities.

GUIDELINES

Guidelines include NJCAA and GCAA rules and regulations, Board of Regents policies and procedures, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied program management and coaching duties. The variety of tasks to be overseen contributes to the complexity of the position.

- The purpose of this position is to direct and coach the college's women's basketball program. Success in this position results in the successful provision of programming to Darton State College students.

CONTACTS

- Contacts are typically with co-workers, other college personnel, students, coaches from other colleges, referees, student athletes, business professionals, professional scouts, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and occasionally heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and in athletics facilities.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Facilities Manager and Assistant Women's Basketball Coach (1) and assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.