



EASTERN WYOMING COLLEGE

POSITION DUTIES & RESPONSIBILITIES

Job Title: Fitness Center Director/Head Men's Basketball Coach
Department: Student Services, Athletics
Primary Location: Torrington, WY
Position Number: 1031 / 207

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Fitness Center Director/Men's Basketball Coach is a full-time (40 hours weekly), exempt, benefitted, C43 position located at the College's main Campus. The Fitness Center Director's responsibilities are required 12 months per year and encompass all operations of the EWC Fitness Center. The Men's Basketball Coach is a 10-month responsibility from 1 August to 31 May each fiscal year and includes the organization, direction and administration of the NJCAA Region IX EWC Men's Basketball program. This position's duty location is in Torrington, WY and includes mostly regional and some minimal national travel as the Basketball Coach.

Organizational Relationship: *Title of position's supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Fitness Center Director's supervisor is the Student Services Vice President; the second level supervisor is the College President.

The Men's Basketball Coach supervisor is the Athletic Director; the second level supervisor is the Student Services Vice President.

The Student Services Vice President, in coordination and cooperation with the Athletic Director, is responsible for setting position specific expectations, annual performance goals, and completing and submitting an individual evaluation yearly.

The Fitness Center Director/Men's Basketball Coach does not supervise any EWC full-time employees. The position does supervise EWC part-time employees, work study students, and student-athletes but is not responsible for annual performance evaluations.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Bachelor's degree in Exercise Science, Kinesiology, Physical Education, Athletic Training or related field
- One year fitness administration experience at the college or high school level
- One-to-three years' coaching experience at the collegiate or high school level
- Or, an equivalent combination of education, fitness and coaching experience at the high school, college or higher level
- Excellent communication, leadership, and organizational acumen
- Demonstrated talent to connect with and recruit student-athletes with the potential for academic and athletic success
- Current and valid state-issued Driver License

Preferred Qualifications:

- Earned Master's degree
 - Three years fitness administration experience at the college level
 - Three-to-five years' coaching experience at the junior college or university level
 - Former college or university student-athlete
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Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of.....
 - NJCAA rules and compliance issues concerning the administration of college athletics
 - The use of integrated software systems and Microsoft applications
 - Proper care and handling methods of exercise equipment
 - Safe exercise equipment use techniques and procedures
- Skill and Ability in.....
 - Establishing and maintaining effective working relationships with students, faculty, staff and the general public
 - Facilitating and modeling a quality customer service orientation
 - Assessing educational outcomes
 - The use of integrated software systems and Microsoft applications
 - Working effectively with an ethnic, cultural, and diverse student population
 - Thinking innovatively to direct, manage, and coach in a positive and inclusive manner

Essential Functions – Fitness Center Director: *(to perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is EXEMPT, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Direct operations of the Fitness Center including scheduling and coordinating with the College’s calendar
- Interview, hire, train, schedule, direct, and supervise Fitness Center staff
- Coordinate Fitness Center advertising and related publications in collaboration with College Relations
- Develop and maintain the procedures manual for Fitness Center participation
- Maintain the confidentiality of students’, supervisors’, EWC employees’, and Fitness Center patrons’ personal information in the course of Fitness Center business
- Contribute to a safe educational and working environment and be prepared to take immediate action should a health or safety emergency occur
- Instruct Fitness Center credit courses; prepare syllabi and perform instructional duties, including issuance of final grades; coordinate and conduct Fitness Center orientations
- Schedule, coordinate, and supervise maintenance, repair, and replacement of equipment
- Prepare annual reports on Fitness Center participation and expenditures
- Perform other job-related duties as assigned by the supervisory chain

Essential Functions – Men’s Basketball Coach: *(to perform successfully in this position an individual must be able to perform essential duties satisfactorily and possess the education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform these functions – this position is EXEMPT, i.e., not eligible for FLSA compensatory or overtime pay provisions. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Responsible for the complete operation of the NJCAA Region IX Men’s Basketball program including staff selection, supervision, evaluation, scheduling, recruiting, and academic progress of student-athletes
- Maintain knowledge and rules of the NJCAA and Region IX in all aspects regarding men’s basketball
- Manage student academic success, study tables, and enforcement of student conduct guidelines
- Administer the Men’s Basketball budget and provide fiscal overview for the Men’s Basketball program

- Advise the development and planning of fund-raising activities; promote the best interest of EWC by creating and maintaining effective relationships with staff, faculty, players, students, administrators, the community, secondary school personnel, and media
- Develop travel plans with the Athletic Director which adhere to prudent budgetary practices
- Supervise assistants; evaluate and report on the effectiveness of the Men's Basketball program
- Provide College Relations with appropriate publicly releasable information about the basketball program
- Advise the Athletic Director on issues, policies, procedures, and guidelines about the basketball program
- Maintain and report statistics to the Athletic Director; include game statistics, records, accomplishments, and other information pertinent to the program
- Perform other job-related duties as assigned by the supervisory chain

Work Environment: *These items describe the unique work environment and operating constraints required of the position.*

- In accordance with the principles of NJCAA rules compliance, it is understood that any employee found in violation of NJCAA regulations shall be subject to disciplinary or corrective action as set forth in provisions of the NJCAA enforcement procedures including suspension without pay or termination of employment for significant or repetitive violations
- Visible program under constant scrutiny of students, faculty, staff, community, media, and alumni; considerable travel including frequent night and weekend hours are required
- Operates in a variety of conditions to include climate controlled office and gymnasium, locker rooms, Fitness Center, and outdoor athletic environment
- Interaction and communication with Athletic Director, Student Services Vice President, Athletic staff, College Relations, students, student-athletes, EWC Counselor, Residence Life staff, faculty, tutoring personnel, media, and other College employees

Physical & Mental Demands / Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Ability to lift heavy objects of up to 75 pounds in order to set-up facilities to load/unload vehicles
- Availability to work evenings and weekends 40% of the time
- Ability to travel for team practices, competition, scouting, and recruiting
- In the public eye in the Fitness Center, during games, on travel, and when attending Board of Trustee meetings
- Willingness and legal ability to acquire a Wyoming commercial driver license with P endorsement within six months from date of hire
- Current certifications in basic First Aid and Cardiopulmonary Resuscitation (CPR) or willingness and ability to acquire them within two months from date of hire
- Physical ability to participate in all facets of training and competition of College athletic teams
- Moving and carrying equipment and supplies
- Perform other assigned duties within the position's scope and for which the Fitness Center Director is qualified to include participation in College functions

ATHLETIC DIRECTOR:

Signature

Date

VICE PRESIDENT FOR STUDENT SERVICES:

Signature

Date

PRESIDENT:

Signature

Date

NOTE: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

PD&R Received		
PD&R Reviewed		
PD&R Approved		
Position Duties & Responsibilities Effective Date		1 July 2016
Position Number Assigned/Verified		23 March 2016