



EWC
Job Description
Position Duties & Responsibilities

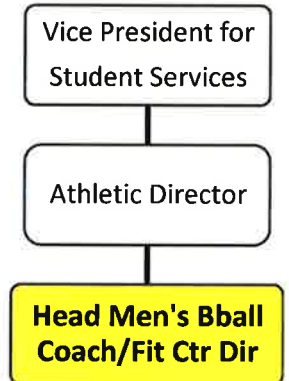
Job Title:	Head Men’s Bball Coach/Fit Ctr Dir	Classification:	Assoc Academic Director
Department:	Athletics (Student Services)	Duration:	12 Months (1 Jul - 30 Jun)
Primary Location:	Torrington, WY	FLSA Status:	Exempt
Position Number:	1212	DBM/Level:	C44

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

The Head Men’s Basketball Coach/Fitness Center Director is a full-time, benefitted, Professional staff position located at the Main Campus. The Head Coach duties of the position constitute about 51% of the total assigned tasks and the Fitness Director the remaining 49%. The position is responsible for all facets of the men’s intercollegiate basketball program and the safe and efficient operation of the Fitness Center. Primary duties include oversee all operations of the College’s NJCAA Region IX men’s basketball program which involves staff and player selection, supervision, and assessment, event scheduling, logistics coordination and planning, and academic performance monitoring. For the Fitness Center, the Director coordinates and schedules operating hours, selects and trains part-time and Work Study personnel, advertises special events, submits academic credit reports, and maintains a manual for proper and safe equipment use. Strong leadership, organization, and communication skills are essential. During the basketball off-season, the position’s typical workweek is Monday through Friday, 8:00 am to 5:00 pm; on-season work hours vary with the practice and game schedules. The position requires frequent and regular travel to include night, overnight, and weekend hours within the Region IX area. International recruiting travel may be necessary.

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

The Head Men’s Basketball Coach/Fitness Center Director is supervised by the Athletic Director and receives annual performance evaluations after the conclusion of a one year Probationary Period. The second level supervisor is the Vice President for Student Services. The supervisory chain is depicted at right.



The Head Coach/Center Director does not formally supervise or evaluate any EWC full-time employees. The position does supervise the actions and work of part-time employees, including assistant coaches, and several EWC-enrolled Work Study students. Additionally, the position monitors the on and off-campus performance of Men’s Basketball Team student-athletes throughout the academic year.

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:

- Master’s degree in Phys Education, Sports Management, Athletic Training, Exercise Science, Kinesiology, Organizational Leadership, or related field
- Three years full-time basketball coaching experience at college/university or high school (HS) level
- Two years fitness center administration work experience at the coll/univ, HS, or in private industry
- Proven effective communications, personal leadership, and fitness/athletics organization
- Demonstrated talent to connect with and recruit student-athletes with the potential for academic and athletic success
- Basic First Aid and Cardiopulmonary Resuscitation certified or acquired within 3 months of hire
- Current and valid state-issued Driver License
- Current/valid Commercial Driver License with “P” endorsement or acquired within 6 months of hire

Preferred Qualifications:

- Three years full-time fitness facility administration work experience at the college/university level
- Knowledge of and one year work experience as a personal fitness program creator/manager
- Five years full-time basketball head coaching experience at the junior college or university level
- Former college or university student-athlete

Essential Functions/Duties: *(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).*

- Head Men's Basketball Coach
 - Responsible for complete operation of EWC's NJCAA Region IX men's basketball program including staff selection, supervision, scheduling, recruiting, and academic progress of student-athletes
 - Maintain knowledge and rules of NJCAA and Region IX covering all program areas
 - Manage student academic success, study tables, and enforcement of student conduct guidelines
 - Administer annual budget and provide fiscal overview annually or as requested
 - Advise the development and planning of fund-raising activities; create and maintain effective relationships with program stake-holders, supporters, and media that serve EWC's best interests
 - Coordinate and develop travel plans with supervisor which adhere to prudent budgetary practices
 - Supervise assistants; evaluate and report their effectiveness and the program's success
 - Provide College Relations with appropriate, publicly releasable data about the program
 - Keep supervisor informed on program issues, policies, procedures, and guidelines
 - Maintain and report statistics to supervisor and/or NJCAA and Region IX; include game statistics, records, accomplishments, and other program pertinent information
- Fitness Center Director
 - Schedule and coordinate Fitness Center operations with the College calendar
 - Interview, hire, train, schedule, direct, supervise, and assess work performance of Fitness Center staff
 - Coordinate Fitness Center marketing and advertising in collaboration with College Relations
 - Develop and maintain a procedures manual for proper and safe equipment/facility use
 - Maintain confidentiality of patrons' personal information
 - Contribute to a safe and educational work environment; be prepared to take immediate action should a health or safety emergency occur
 - Instruct Physical Education courses; prepare syllabi and perform instructional duties to include Center orientations, work assignment, and issuing grades
 - Schedule, coordinate, and supervise maintenance, repair, and replacement of equipment
 - Prepare and execute annual budget; write/submit fiscal reports on participation and expenditures
- Perform all other duties of a similar nature or level as assigned

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.....
 - Program management principles, practices, and techniques
 - Advanced principles and practices of basketball program and Fitness Center administration
 - Applicable federal, state, and local laws, rules, regulations, and/or statutes
 - Research and statistical documentation/recording methods
 - Effective presentation principles and practices
 - Budgeting principles
 - Successful supervisory principles and practices

- 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 to.....
 - Assess educational/athletic outcomes to successfully manage programs/make program-wide decisions
 - Plan, coordinate, and implement program components and activities
 - Research, analyze, and apply relevant information to create program processes
 - Interpret and analyze applicable laws, rules, and regulations
 - Ensure individual and program compliance with applicable internal/external requirements
 - Prepare a variety of reports
 - Monitor and maintain program budgets
 - Monitor and evaluate the work/performance of students, athletes, and lower level staff
 - Communicate effectively (orally and in writing) info, data, and opinions to inform, influence, and/or persuade a wide variety of individuals/audiences
 - Establish and maintain effective working relationships with students, co-workers, and general public
 - Facilitate and model a quality customer service orientation
 - Use integrated software systems and Microsoft applications
 - Work effectively with an ethnic, cultural, and diverse student population
 - Think innovatively to direct, manage, and coach in a positive and inclusive manner

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

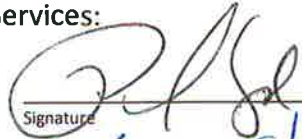
- Reach, stand, walk, point, finger, grasp, feel, talk, hear, see and repetitive motions
- Ability to lift heavy objects occasionally up to 75 pounds to set-up facilities and load/unload vehicles
- Exert up to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects
- Availability to work non-standard times (e.g. evenings, weekends) about 40% of the time
- Ability to travel for team practices, competition, scouting, and recruiting
- Work in a variety of conditions to include climate controlled office and gym, locker rooms, Fitness Center, and outdoor athletic environment
- Visible program under scrutiny of various stake-holders, supporters, and media; in the public eye in the Fitness Center, during games, on travel, and when attending Board of Trustee meetings
- Physical ability to participate in all facets of training and competition of College athletic teams

Athletic Director:


Signature

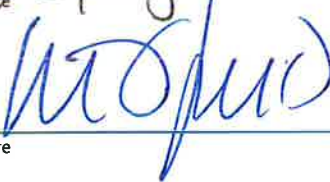
3-12-18
Date

Vice President for Student Services:


Signature

3-12-18
Date

EWC President:


Signature

3/12/18
Date

Note: This position's 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 of a similar or lower nature or level as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

JD Received		February 5, 2018
JD Reviewed		Feb 12-Mar 12, 2018
JD Approved		March 12, 2018
Job Description Effective Date		July 1, 2018
Position Number Assigned/Verified by HR		March 7, 2018