

## NORTH CENTRAL MICHIGAN COLLEGE POSITION DESCRIPTION

POSITION TITLE: Women's Basketball Coach	POSITION CODE:	HOURS: Stipend	ORIGINAL DATE: September 2021	GRADE:
ORGANIZATIONAL UNIT: Student Services	REPORTS TO: Athletic Director		REV NO. & DATE:	PAGE: 1 of 2

### **GENERAL DESCRIPTION:**

Responsible for overseeing all aspects of a collegiate women's basketball program, including, but not limited to: recruiting student-athletes, scheduling, budget management, competition and practice preparation, individual and program development and community engagement. The coach must be available to work a flexible scheduling including evenings, weekends and holidays.

### **DUTIES:**

1. Prepare student-athletes and team for competition through use of practices, team film sessions and scouting reports.
2. Identify, evaluate and recruit prospective student-athletes to North Central Michigan College. Including issuing scholarship offers within the boundaries of NCMC, the MCCA and the NJCAA.
3. Knowledge of NJCAA regulations and guidelines governing recruitment and retention of student-athletes.
4. Develop strength and conditioning program for student athletes.
5. Oversees selection, purchase, fitting and maintenance of team equipment, to include uniforms, athletic equipment and supplies.
6. Appropriately manage team budget and reconcile expenses.
7. Create competition schedule and complete all necessary registration and paperwork through cooperation with the Athletic Director.
8. Coordinate team travel to and from competitions.
9. Ensuring team compliance with all league, conference and institutional rules and regulations.
10. Promotes among student athletes' traits of sportsmanship, personal integrity, and physical and emotional well-being.
11. Builds and fosters a supportive and competitive team culture representing the mission, values and goals of the North Central athletic department.

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12. Monitor student-athlete academic progress and achievement through a variety of student study supports.
13. Provide leadership and mentoring to assistant coach(es).
14. Complete weekly statistical uploads, film exchanges and player nominations for awards.
15. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Associate Degree required, Bachelor's Degree preferred.
2. Experience coaching basketball at a competitive level, minimum three year's experience preferred.
3. Ability to envision and drive growth for the college's basketball program.
4. Ability to communicate and develop rapport with departmental staff, students, faculty, alumni, administration and the public.
5. Strong organizational and management skills with the ability to organize and prioritize multiple tasks.
6. Understanding of and commitment to the mission of community colleges.
7. Enthusiastic, people orientated a winning attitude and a passion for results.
8. A valid driver's license.
9. Ability to sit or stand for long periods of time and perform physical tasks associated with coaching the sport of women's basketball.
10. Ability to lift and move equipment to support events up to 50 pounds.

**COMPENSATION:**

This is a part time position with the primary duties occurring during the sport specific season, while recruiting duties will continue throughout the year. The first year position is specific to recruitment only. Subsequent years will be the full stipend for coaching and recruiting throughout the year.

2021-2022: Partial stipend for recruiting \$3,500

2022-2023: Full stipend \$9,000

#### NOTICE OF NONDISCRIMINATION POLICY

It is the policy of North Central Michigan College to offer employment and access to all campus programs without regard to race, color, national origin, religion, sex, sexual orientation, age, height, weight, marital status or disability. Inquiries regarding compliance with all federal, state and local statutes and regulations may be directed to: Vice President of Finance and Facilities, Administration Building, North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770 Telephone: 231-348-6600.

***I understand that this job description is intended to describe the general nature and level of work being performed when assigned to this job. It is not to be construed as an exhaustive list of all job duties that I may perform and shall not be construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of my supervisor to assign, direct, and redirect work.***

***I understand I may be asked to perform additional duties as required by my supervisor that are of similar kind or level of difficulty.***

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_