

**TITLE:** Women's Basketball Head Coach  
**REPORTS TO:** Athletic Director  
**SALARY:** D.O.E.  
**TOUR OF DUTY:** Varies  
**SUPERVISES:** Student Workers

**SUMMARY:**

Supports student-athlete academic success, recruits prospective student athletes following the College's mission, and plans and directs the applicable sports program/athletic team.

**DUTIES AND RESPONSIBILITIES:**

1. Supports student-athlete academic success by ensuring students are meeting the College's academic progress expectations; provides and enforces appropriate interventions when there are signs of deficiency.
2. Coach the women's basketball team.
3. Models and encourages leadership, sportsmanship, and teamwork.
4. Assists in verifying athlete eligibility prior to competition.
5. Serves as the responsible party for student-athlete safety and conduct during all team athletic practices, games, events, and activities and notifies the athletic director of any issues.
6. Monitor and maintain the discipline and conduct of student athletes to support the image and reputation of SWC's athletics program.
7. Oversees the maintenance and inventory of sports equipment and supplies.
8. Participates in regular coaching meetings and professional development as designated by the athletic director.
9. Ensure all rules and regulation of the NJCAA and other applicable organizations are followed, which includes submitting the necessary paperwork to begin SWC's basketball program's participation in any and all appropriate organizations.
10. Participates in professional development and grant related workshops, SWC committees, and faculty/staff meetings.
11. Complies with all SWC, Tribal, and Federal policies, regulations and laws that govern the College.
12. Posts and maintains office hours as specified.
13. Performs other duties as assigned.

**EDUCATION:**

- High school diploma or GED required, Associate's degree preferred

**MINIMUM QUALIFICATIONS**

- Experience recruiting athletes desired.
- Division I coaching experience preferred.
- College head coaching experience required, 3+ years of college coaching experience preferred.
- Must be at least 18 years old.
- Ability to pass a background check
- Comfortable kneeling, carrying, bending, walking, and standing for extended periods of time.
- Ability to perform continuous physical exertion as needed.

**OTHER:**

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality. Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Planning, organizational, and time management skills.
- Ability to work as a team player.
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.
- Proficient with office machinery.