

POSITION DESCRIPTION

ASSISTANT MEN'S BASKETBALL COACH

Reports to: Head Men's Basketball Coach

Organizational Unit: Professional Staff

Salary range: Specialist, Exempt

Revision Date: September 2022

A. Basic Purpose of Position

Working 42 weeks a fiscal year the Assistant Men's Basketball Coach is responsible for assisting with recruiting and implementing the men's basketball squad, creating a pleasant learning environment for the student athletes, and counseling student athletes in everyday crises on and off the floor.

B. Essential Job Functions

- A. Ability to assist with the promotion and development of the Men's basketball program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in building a basketball schedule that suits the athletic program
- D. Ability to send athletic contracts to opponents and officials for Men's basketball
- E. Ability to assist in ordering equipment and uniforms
- F. Ability to report to Athletic Director on upcoming games and events
- G. Ability to assist in scheduling transportation and obtaining required funds with Business Office
- H. Ability to assist in the preparation of annual operating budget
- I. Ability to aide in publicity for recruiting
- J. Ability to work camps for recruiting and publicity purposes
- K. Ability to educate and counsel athletes
- L. Ability to academic progress of student athletes
- M. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations as required
- N. Ability to assist Athletic Director in administering intercollegiate athletic program
- O. Ability to attend meetings of Region 6 and Jayhawk Conference if requested by Athletic Director
- P. Ability to assist Athletic Director as department's Game Operations Coordinator
- Q. Ability to follow all LCC policy and procedures
- R. Ability to maintain regular and timely attendance

C. Consulting Tasks

- A. Consults with advisors on student athlete's class schedules
- B. Consults with faculty on student athlete's academic progress
- C. Consults with other college coaches to schedule events
- D. Interacts with Business Office and other college personnel

D. Supervises the Following Staff

- A. Student trainers
- B. Volunteer assistant coaches

E. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of fundamentals of basketball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

F. Preferred Experience

Two years playing and or coaching experience

G. Educational Background

- A. Associate Degree required
- B. Bachelor's Degree preferred or equivalent coaching experience

H. Working Conditions/Environment

- A. Must possess physical ability to demonstrate required skills.
- B. Evening and weekend work will be required.
- C. Occasional overnight travel will be required.