

Position Title: Women's Basketball Coach
Contract Term: October – March (part time)
Accountable To: Athletic Director
Salary: \$12,000/season

Summary of Position: Serves as the head women's basketball coach for the Turtle Mountain College. Plans and schedules games with other two year and four-year (junior varsity level) colleges, and trains and coaches all student athletes during the duration of the basketball season.

JOB CHARACTERISTICS:

Personal Contacts: Regular contact with student athletes, Athletic Director and college staff.

Supervision Received: The Athletic Director provides regular supervision and guidance.

RESPONSIBILITIES:

- Supervision of all student athletes during the course of athletic training, practices and games.
- Works with Athletic Director and other coaches in being responsible for keeping inventory of all assigned equipment handed out at the start of the season and returning inventory at the conclusion of the season.
- Responsible for equipment maintenance and upkeep, and the ordering of equipment for basketball players.
- Attend rules and coaching clinic as required.
- Works with Student Services and instructors in maintaining the eligibility of student athletes.
- Responsible for the reporting of game scores to local media, radio and local newspapers.
- Responsible to assure all student athletes are physically able to participate in basketball.
- Assists the Athletic Director in the planning and scheduling for future participation in a junior/community college basketball conference.
- Responsible for the submitting of trip, meal, and lodging requests to the Athletic Director or the Business Office in a timely manner.
- Helps the Athletic Director or is responsible for the preparation and submittal of a yearly budget each year.
- Recruits (face to face contact, mail, etc.) high school athletes from the surrounding area to attend and play basketball at TMC.
- Conducts an evaluation of performance of the assistant coach (if applicable).
- Assists in determining the female basketball staff.
- Responsible for scheduling and assuring that the proper help (officials, game clock, security, supervision, ticket takers, etc.) is available and present at all home games.
- Knowledge an application in the treatment of injuries.
- Assure that all travel arrangements (i.e., vehicles) are made prior to all away games.
- Prepare and determine the requirements, responsibilities, rules and expectation, and communicate this to all student athletes prior to the start of the initial practice session and reminders throughout the season.
- Provide to the Athletic Director and Vice President of Student Affairs a written report on the basketball season which includes ways to improve the program.
- Attend meetings as required.
- Follow and enforce student policies currently in place relevant to athletic participation.
- Actively participate in fund-raising efforts to secure supplemental monies for the TMC athletic program.

- Assure that accurate game statistics are kept and recorded for all games.
- Conducts summer basketball camps as a way to raise money for the basketball program.
- Promotes programs with community organizations.
- Performs other duties as required.

JOB REQUIREMENTS:

Major Planning Requirements:

- Organizes, plans, develops and implements a basketball program for female students attending TMC.
- Successfully plans for all home and away basketball games.
- Helps plan for the future participation in a regional basketball conference for female student athletes.
- Plans all basketball practices to the extent student athletes get the maximum benefit for such experiences.
- Plans and implements a code of conduct for all student athletes, and communicates this to all athletes.

Key Relationships:

- Reports to the Athletic Director.
- Develops and maintains a positive working relationship with all coaches and game officials associated with TMC.
- Develops and maintains a strong and positive working relationship with all student athletes.
- Develops and maintains a strong and positive working relationship with all employees at TMC.

Term of Employment:

- This position is seasonal and runs the length of basketball season, including the AIHEC basketball tournament.
- The coach's compensation is directly tied to their ability to recruit a minimum of eight players for the basketball team at TMC. If recruitment is not sufficient, coach will not be compensated.
- This position is not full time and is not eligible for benefits.

Working Conditions:

- Must be able to work long hours during games, especially those away games.
- Will require a certain amount of standing for long periods of time.
- Position may at times be stressful.
- Requires travel to other colleges for games.

EDUCATION AND EXPERIENCE:

Minimum Qualification:

- Bachelor's Degree in Physical Education and Coaching or related field; OR
- Minimum of four (4) years successful coaching varsity basketball at the high school level.
- Have or able to maintain a valid ND driver's license.
- Good oral and written communication skills.
- Proper training techniques in the treatment and prevention of injuries.
- Proven positive attitude towards work and people.