

POSITION DESCRIPTION

Women's Basketball Program Coordinator

Position Women's Basketball Program Coordinator
Department/Site Kinesiology and Athletics
FLSA Exempt
Evaluated by Dean of Kinesiology and Athletics
Salary Range 06

Summary

Under the general direction of the Dean of Kinesiology and Athletics, the Women's Basketball Program Coordinator is responsible for overseeing all non-academic aspects of the District's women's basketball program. The individual in this position will also receive a separate assignment as an adjunct faculty assigned to teach the varsity class associated with women's basketball. Pursuant to Education Code Section 72411, the person employed in this position receives a one year contract, renewable year-to-year.

Essential Duties and Responsibilities

- Coordinates the development and promotion of the women's basketball program.
- Recruits prospective student athletes for the women's basketball program.
- Works with current athletes in the women's basketball program to assist in the attainment of educational goals.
- Plans and initiates fund raising activities for the women's basketball program.
- Scouts new student athletes for the women's basketball program.
- Plans and initiates activities to market the women's basketball program.
- Plans and initiates activities to foster community relations.
- Conducts out-of-season conditioning for student athletes.
- Manages field care and maintenance.
- Interprets policies that affect the campus' fiscal processes and procedures.
- Plans and initiates administrative tasks including budget formulation.
- Hires and supervises assistants assigned to the women's basketball program.
- Assists the Dean of Kinesiology, Health and Athletics with the purchasing of equipment.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Assignment requires specialized knowledge of the sport of basketball.
- The Women's Basketball Program Coordinator must: 1) be able to instill a sense of confidence and sportsmanship in players and have a good rapport with them; 2) know and conform to all California Community College Athletic Association (CCCCAA) and Western State Conference regulations; and, 3) follow the CCCCCAA decorum policies.
- Requires the ability to work effectively under extreme time constraints.

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- Requires the ability to work varying schedules and attend and travel to athletic events.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of a bachelor's degree, and two years of professional experience directly related to basketball, or an associate degree (or the completion of sixty (60) semester college units) with six years of professional experience directly related to basketball.

Licenses and Certificates

- Requires a valid driver's license.