



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Head Coach</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	Women's Basketball	W/C Classification	9101 – Labor
Reports To:	Athletic Director	Effective Date	3/18/2021

SUMMARY

Advance the mission and vision of TMUS by producing the highest attainable levels of excellence in instruction as well as individual and team performance. Develop and improve the technical and physical skills of in each student-athlete. Represents the institution through recruitment of potential student-athletes, interaction with the GSAC office, and colleagues at other institutions.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop, grow, and oversee the Women's Basketball program at TMU.
- Provide a Christian role model for the student/athletes that will be a positive reflection for the testimony of Jesus Christ and The Master's University.
- Coordinate all aspects of the Women's Basketball program to include:
 - Planning and overseeing the practice and conditioning sessions,
 - Planning and managing the program budget,
 - Scheduling of games,
 - Recruiting students who are a mission fit for The Master's University and who are academically eligible to participate according to the rules of the NAIA, GSAC, and The Master's University.
- Provide a nurturing environment that will aid in the spiritual and academic growth of the student athlete.
- Function as an effective team member, working cooperatively with the various staff of the athletic department and the institution.
- Provide leadership in fundraising activities that will enhance the program.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Assign, plan, and oversee the work of the Women's Basketball coaching staff.
- Handle discipline and termination of coaching employees as needed and in accordance with TMUS policy.
- Train employees, verify timecards, and monitor budget.
- Complete employee evaluations and help maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience, Master's degree preferred.
- At least five-years experience in a coaching role.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.