



## JOB DESCRIPTION

**TITLE:** Part-Time Head Coach – Women’s Basketball  
**DEPARTMENT:** Athletics  
**REPORTS TO:** Athletics Head Coach  
**SUPERVISES:** Assistant Coach  
**STATUS:** Part-Time  
**CLASSIFICATION:** Exempt, Contract  
**DATE UPDATED:** May 1, 2019

**Mission Statement:** *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

**Villa Maria College Core Values:** *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

### **POSITION SUMMARY:**

The Head Coach position manages all aspects of the program as overseen by the Director of Athletics. The Head Coach works independently but is also responsible for communicating with athletic staff to manage all practice and game preparation and logistics, hiring of assistant coaching staff, season administration, athletic training, travel and recruitment of new players for the program. Recruitment of players is a key aspect of this position.

### **ESSENTIAL RESPONSIBILITIES:**

The candidate must demonstrate a strong professional work ethic and unwavering commitment to the academic success of students and mission of the college. Must be goal oriented, able to motivate teams and collaboration among student team members.

### **ESSENTIAL QUALIFICATIONS:**

- Previous coaching experience is encouraged, with preference given to collegiate level experience.
- Candidates should have strong interpersonal and leadership skills and ability to recruit quality student-athletes.

- Must be able to work evenings and weekends throughout the season and off-season.
- Must have a current/valid NYS driver's license and an acceptable driving record.

**WORK ENVIRONMENT:**

General work environment requires employees to consistently use manual dexterity in reaching, demonstrating, navigating around athletics department/office/and practice courts. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Evening and weekend hours may be needed to perform work associated with this position. Current and valid driver's license is required for off campus games, recruitment, or meetings. Motor Vehicle and background checks are required.

**THE ON-LINE APPLICATION CAN BE FOUND AT: [jobs.villa.edu](http://jobs.villa.edu)**

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*

Your signature below indicates your understanding of the aforementioned statements, including your ability to perform the responsibilities, with or without accommodation, and that you meet the minimum qualifications necessary for performing the duties of this position should you be offered employment.

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Signature

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Date