

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Assistant Women's Basketball Coach

DEPARTMENT: Athletics

REPORTS TO: Head Women's Basketball Coach & VP of Student Services (for all Campus Life/Student Services duties).

SUPERVISES: None

FLSA: Exempt X (9 month) Non-Exempt _____

DOCUMENT STATUS: New/Date: _____ **Revision #:** 6 **Date:** 04/26/2023

YEARLY SCHEDULED WORK: Assistant coaches work full-time for nine months as scheduled for their particular sport, beginning August 15st through May 15th yearly. Salary is paid out over a 12 month period with full benefits.

TRAVEL: Frequent travel is an expectation of this position.

SICK LEAVE: 7.5 hours per month **ANNUAL LEAVE:** 11.25 hours per month

COLLEGE-WIDE _____ **CAMPUS:** X **RANGELY** _____ **CRAIG** _____

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

This position is responsible for assisting the Head Coach in the operations of the Women's Basketball Program for student-athletes which includes coaching, mentoring, guiding and training student-athletes who are highly skilled in their sport that aligns with Colorado Northwestern Community College's Mission and Vision as well as and the Athletic Department Vision. It is agreed and understood that any offer for an Assistant Coach position is contingent upon the program achieving recruitment goals thus requiring the services of a second coach. If this does not happen, the offer can and will be rescinded.

PRIMARY DUTIES:

*The incumbent shall be able to demonstrate the ability to assist in leading a successful sports program at the collegiate level.

Duties to be fulfilled such as but not limited to:

- Support student-athlete success by ensuring they meet academic standards each semester, identify a program of study and if appropriate a transfer institution within their first semester, register for subsequent semesters within the first two weeks of registration opening, personally oversee athlete study sessions, personally connect players with college resources and personnel to resolve financial, academic, personal and health issues impacting their success.
- Meet with each athlete once a month to review progress on the student success checklist to include academic, athletic, and other progress or issues. Help athletes in improvement planning and goal setting and monitor their performance on these plans.
- Model and encourage leadership, sportsmanship, teamwork, and positive citizenship.
- Assist in verifying athlete eligibility prior to competition.
- Serve as the responsible party for student-athlete safety and conduct during all team athletic practices, games, events and activities and notifies the athletic director of any issues.
- Demonstrate the ability to assist in administering NJCAA Division I intercollegiate program including recruiting, scheduling, fund raising, travel and practice planning.
- Ability to coach, teach and train student-athletes in skills and strategies related to competition.
- General knowledge of field preparations and maintenance.
- Capability to instruct students in how to be academically successful.
- Demonstrating the ability to mentor, maintain discipline, respect and standards of behavior.
- Fulfilling other responsibilities in the Athletics Department based on coaches skill set, the needs of the department and team sharing approach.
- Must report all incidents, whether directly or indirectly, that you become aware regarding Civil Rights, which includes all sexual misconduct incidences, to the Equal Opportunity/Title IX Coordinator for the College.
- Oversee weight training specific to basketball.
- Complete assigned game stats, scoring, records and procedures as directed during the season.
- Maintain the level of discipline, respect, and standards of behavior while mentoring student-athletes.
- Utilize excellent communication skills with team players and the Head Women's Basketball Coach.
- Will work 11 hours minimum per week in Campus Life while out of season.
- Will take a minimum of one on-call week per month, working with in season travel schedule.
- Will serve as team lead for Resident Assistant's (R.A.'s) while on duty for Campus Life.
- Assist with Campus Life areas on the CNCC Rangely Campus
- Plan one field trip per semester (fall and spring) open to all campus students.
- Organize three campus events per semester (fall and spring) that will be open to all campus students and the Rangely community.
- Other duties as assigned

*Due to assistant coaches maintaining regular duties and added support to CNCC's Campus Life, please note - Assistant coaches will have their job performance in Campus Life reviewed as part of their annual evaluation by the Vice President of Student Services.

Duties to be fulfilled such as but not limited to:

- Assistant Coaches should be prepared to:
 - Complete 15 hours per week in Campus Life
 - On-Call Shifts
 - Plan, Coordinate, and Execute Student Activities/Intermural Sports/Clubs
 - Assist with Campus Life Areas on CNCC Campus

- Engage and Interact with Student Body
- Communication to be timely, professional, and effective
- Other Duties as Assigned

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

- 1. Education and Training:** Bachelor's Degree
- 2. Prior Related Experience:** Two years of playing and or coaching experience at the college level.
- 3. Licensure/Certification:**
 - CPR/First-Aid/ AED
 - Valid Driver's License and clean motor vehicle record (Candidate must possess, or agrees to obtain, CDL sufficient to safely drive CNCC bus/van for transporting athletes to and from games. This should be time constrained to no more than 2 months of hire date if they do not already have the CDL)
- 4. Equipment Skills:** Equipment and facilities related to sport associated with basketball.
- 5. Other Qualifications:**
 - Familiarity with film breakdown software: Synergy, and Hudl
 - Knowledge of NJCAA and College rules, policies, and regulations
 - Familiarity with Presto Sports

PREFERRED QUALIFICATIONS

- 1. Education and Training:** Master's Degree
- 2. Prior Related Experience:** Four years of playing and or coaching experience at the college level
- 3. Licensure/Certification:**
- 4. Equipment Skills:** Equipment and facilities related to sport associated with basketball
- 5. Other Qualifications:**
 - Knowledge of NJCAA, Scenic West Athletic Conference (SWAC) and College rules, policies, and regulations.
 - Knowledge and understanding of higher education including academic advising.
 - Familiarity with film editing and software such as Synergy and Hudl

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies BP 19-60.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information,

gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Associate Dean of Student Success, as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Human Resource Manager, at 970.675.3235 or angela.miller@cnc.edu.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Interim ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive, Rangely CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)		X				
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing		X				
Balancing		X				
Reaching Overhead		X				
Reaching Extension				X		
Manual Dexterity		X				
Pushing/Pulling						
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone				X		
Hearing in Person					X	
Hearing on Telephone				X		
Vision for close work					X	
Other Sensory Requirements				X		
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)			X			
Operation of equipment, tools, vehicles				X		
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____