GORDON COLLEGE
Position Description

Title: Assistant Coach - Women’s Basketball

Function: Under the complete direction of the Head Women’s Basketball Coach and the Director of Athletics, the assistant coach’s primary function is the teaching and instructing of student-athletes in the areas of technique, strategic play, teamwork and safety throughout the Women’s Basketball program at Gordon College. The level of responsibility includes not only areas specific to Women’s Basketball, but also a responsibility to the holistic well-being of the participants. The outcomes of the program will be measured not only by the conventional means of measuring athletic success, but also by the ability of the assistant coach to fulfill the mission of the college. This will be demonstrated by the mentoring of student-athletes to develop the wisdom and maturity necessary for positive citizenship and Christian leadership.

Description of Duties and Tasks:

- Coaching
  - Assist Head Coach with practice planning, preparation and execution
  - Aid Strength and Conditioning coaches
  - Attend all practices, games, team events, camps and clinics
  - Scouting as assigned
- Recruiting
  - Develop recruiting strategies as Recruiting Coordinator
  - Identify potential recruits at HS and AAU events
  - Maintain and develop recruiting database
  - Constant communication with prospects, families and coaches
  - Plan and coordinate campus visits
- Summer Camp/Elite Clinics
  - Promote camp/clinic to area students and prospective student-athletes
  - Organize and maintain registration paperwork and compliance
  - Hire camp staff and maintain all documentation
  - Frequent communication with parents, campers and prospects
- Team Travel
  - Coordinate all team meals for home and away games
  - Liaison with Travel Coordinator for transportation, lodging, etc.
- Equipment
  - Assist Head Coach in selection, purchase, inventory and care of team equipment
- Miscellaneous
  - Upload home game video to Synergy
  - Promotion of WBB program through social media platforms
  - Community Service and Outreach coordinator
Mentoring Student-Athletes

- Other Duties as assigned by Head Coach or Athletic Director

**Required Knowledge, Skills and Abilities:**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities; or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some other combination of skills and abilities.

- Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
- A bachelor’s degree is preferred, but not required. Past experience coaching at the NCAA Division III level is also preferred, but not required.
- Effective leadership skills and motivational abilities with highly successful mentoring experiences.
- Understanding and appreciation of Christian liberal arts higher education.
- Ability to be a team player with the athletic department and institution.
- Strong desire to work with and relate to student-athletes
- Sound administrative ability with emphasis on organization
- Effective communication skills, both written and verbal.
- Positive style of leadership.
- Familiar with basic computer operation and able to use common office equipment.
- Ability to operate specialized software for sports administration and promotion is desirable.