GORDON COLLEGE
Position Description

Title: Assistant Coach – Men’s and Women’s Tennis

Function: Under the complete direction of the Head Men’s and Women’s Tennis 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 tennis programs at Gordon College. The level of responsibility includes not only areas specific to tennis, 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:

Assistant Coaching Additional Duties

1. Under the tutelage of a Head Coach, an Assistant Coach develops a successful program, including a highly competitive, championship-driven team, a well-developed academic support structure, as well as significant spiritual mentoring of the young men and women who participate.

2. Supports the Head Coach as they recruit student-athletes who fit and contribute to the mission of Gordon College and of the department. This requires attending Admissions-related functions, significant correspondence to inquiries and travel to watch prospective applicants.

3. When possible, participates in professional activities and associations of other college coaches.

4. Works alongside the Head Coach to develop and maintain discipline within the tennis programs

5. Involved in game management for other sports as part of the out-of-season schedule.

6. Performs all other duties as assigned by the Head Coach or Director of Athletics.

Departmental and Community Duties

1. Develops and maintains a professional and active relationship with co-workers, faculty and staff, administration, alumni, friends of the college, and trustees.

3. Coordinates and attends department meetings and functions.

4. Knowledgeable of, and adheres to, the rules and regulations of the NCAA Division III and the Commonwealth Coast Conference.

5. Works within the framework of the rules and regulations of Gordon College.

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 combination of skills and abilities.

1. Must possess a personal commitment to the Christian faith; practice Christian values in daily interactions with students, faculty, staff, and the public; demonstrably commit to Gordon’s mission, Statement of Faith, and statement of Life and Conduct at Gordon College.

2. A bachelor's degree is preferred, but not required. Past experience in coaching at the NCAA Division III level is also preferred, but not required.

3. Effective leadership skills and motivational abilities with highly successful mentoring experiences.

4. Understanding and appreciation of Christian liberal arts higher education.

5. Ability to be a team player with the athletic department and the institution.

6. Strong desire to work with and relate to student-athletes.

7. Sound administrative ability with emphasis on organization.

8. Effective communication skills, both written and verbal.


10. Familiar with basic computer operations, and able to use common office equipment.

11. Ability to operate specialized software for sports administration is desirable.