

**EMMAUS BIBLE COLLEGE
JOB DESCRIPTION**

ASSISTANT ATHLETIC DIRECTOR / HEAD MEN'S BASKETBALL COACH

POSITION IDENTIFICATION

Position Title: Assistant Athletic Director / Head Men's Basketball Coach

Department: Athletics and Student Life

Status: Full-time

Reports To: Athletic Director

Date Written: June 2022

To Apply: Interested candidates should apply by submitting the following via email to athletics@emmaus.edu.

1. Cover letter
2. Resume
3. Three professional references

POSITION SUMMARY

The Assistant Athletic Director / Head Men's Basketball Coach plays an integral role in the life of the college, as a member of the Athletics and Student Life Team. The Assistant Athletic Director / Head Men's Basketball Coach reports directly to the Athletic Director and works with students, faculty, staff, and administration to lead in assigned operational areas, to spearhead strategic recruiting for the Emmaus intercollegiate athletic programs, and to provide direct leadership for the men's basketball program.

The function of the Assistant Athletic Director is to provide leadership over athletic operations and recruiting for all athletic programs, thereby supporting and promoting all of our programs. This position will develop and manage Emmaus-sponsored athletic camps/clinics, oversee departmental student-workers, and provide event management leadership. The position is responsible for working with all sport head coaches and the Athletic Director to implement a strategic recruiting plan that enrolls mission fit student-athletes to the college.

The role of Head Men's Basketball Coach has the responsibility to create a healthy, team-oriented culture and to provide strategic leadership to the men's basketball program. The head coach will enhance all aspects of the men's basketball program including: student-athlete recruitment and retention, athletic development, spiritual formation, and graduation of its student-athletes.

ESSENTIAL JOB FUNCTIONS

ASSISTANT ATHLETIC DIRECTOR

Operations – Student Staff + Facilities + Events

1. Manage facility scheduling, operations, and staffing for internal and external events.
2. Train, schedule, and evaluate student staff who support the operation of Pollard Fieldhouse, home athletic events, and camps.
3. Improve the gameday experience at Emmaus Athletic home events.

Athletic Recruitment

4. Develop and strengthen relationships with Christian coaches, schools, and clubs for the benefit of athletic recruiting.
5. Resource sport coaches with best practices for increasing student-athlete applicants
 - o Consistent engagement and support of all Emmaus athletic sport coaches towards meeting recruitment goals.
6. Enhance the on-campus visits experience of prospective student-athletes.

Camps:

7. Create, schedule and promote Emmaus Athletic camps/clinics in coordination with sport coaches.
8. Manage camp registration, format, training, and policies.

Other:

9. Other duties and areas of responsibility as assigned.

HEAD MEN'S BASKETBALL COACH

Leadership

1. Create, articulate and fulfill a Christ-centered, biblically-principled mission, vision, and strategic plan for the men's basketball program.

Recruiting

2. Recruit and matriculate qualified Christian student-athletes for the men's basketball program.
3. Establish, meet, and retain student-athlete roster goals for the men's basketball program, as established in collaboration with the Athletic Director and Emmaus Bible College administration.

Coaching

4. Develop and supervise game planning, game scheduling, and in-season and out-of-season training, in coordination with Athletic Department staff and coaches.
5. Disciple, mentor, and invest in all players towards their social, emotional, athletic, academic, professional, and spiritual maturation.

Administration

6. Ability to maintain and work within budget parameters, as established by the Athletic Director and Emmaus Administration.
7. Maintain compliance with the NCCAA, MCCC, and Emmaus regulations.

Engagement

8. Develop positive and collegial relationships with other Emmaus Bible College departments.
9. Exhibit a department (Athletics/Student Life) above program (Men's Basketball) attitude.

EDUCATION, TRAINING, AND EXPERIENCE

1. Bachelor's Degree.
 - a. Preferred qualifications include completed Master's degree.
2. 2-3 years' experience in athletic coaching.
 - a. Preferred qualifications include 2+ years as head or assistant basketball coach at the collegiate level, or 5+ years' experience as head varsity basketball coach or high-level club program.
3. Demonstrated experience in recruiting and retaining qualified student-athletes.
4. Demonstrated experience in building successful team cultures.
5. Ability to listen, motivate, and coach others.
6. Ability to develop, organize, and implement sporting events.
7. Certification in athletic coaching (general or sport-specific)
8. Current certification in CPR, AED, and First Aid, or willingness to obtain.
9. Current commercial driver's license, or willingness to obtain. Capable of driving mini bus or van for team travel.
10. Proficient in the use of Microsoft Office software (Word, Excel, PowerPoint).
11. Emmaus Bible College alumnus/a will be given priority consideration.

KNOWLEDGE, SKILLS, ABILITIES, AND DISPOSITIONS

1. Born-again believer in the Lord Jesus Christ.
2. Demonstrated Christian character and spiritual maturity.
3. A commitment to the local church and demonstrated relationship with Jesus Christ.
4. Knowledge of the Word of God, as demonstrated by its proper application in life.
5. Alignment with the Doctrinal Statement of Emmaus Bible College.
6. A commitment to the Mission, Core Values, and Institutional Goals of Emmaus Bible College.
7. Strong organizational, administrative, and interpersonal abilities.
8. Demonstrated ability to work collaboratively for achievement of institutional mission and goals.
9. Highly motivated and a proven self-starter.
10. High professional, ethical, and moral standards.
11. Committed to ongoing self-improvement in the areas of athletics, coaching, teaching, leadership development, spiritual formation, and discipleship.
12. A strong commitment to academic excellence, sportsmanship, and spiritual development.
13. Excellent verbal and written communication skills.
14. Flexible schedule (nights and weekends required including weekends away).
15. Willingness to serve.
16. Ability to walk from one campus facility to another.
17. Spend extended periods of time sitting and standing.
18. Ability to lift, move, and carry objects up to 30 lbs.
19. Have adequate vision, hearing and manual dexterity to interact with people in person, on the phone, via computer, and in writing. Requires the ability to identify, observe and assess visual color discrimination and depth perception.
20. Ability to reach with hands and arms; use of hands to handle or feel objects, tools or controls (e.g. mouse, keyboard, telephone, sports equipment); also requires arm-hand steadiness, manual dexterity, and the ability to make precisely coordinated movement.