



# faith baptist bible college and theological seminary

## JOB DESCRIPTION

**Job Title:** Assistant Athletic Director of Athletic Recruiting, Athletic Facilities, Game Day Operations and Women's Basketball Coach

**Department:** Athletics

**Reports to:** Athletic Director

**EEOC Code:** 2

## JOB OVERVIEW

The Assistant Athletic Director of Athletic Recruiting, Athletic Facilities, Game Day Operations and Women's Basketball Coach is responsible for assisting the Athletic Director in a variety of areas. Included in these areas of oversight are:

- Serving as the liaison for coaches, athletic recruits, and the admission's department.
- Assisting coaches in recruiting mission fit athletes.
- Developing relationships with coaches and schools for the benefit of athletic recruiting.
- Developing and expanding current and future athletic summer camp offerings.
- Management and facilitation of all events (athletics and otherwise) in the Nettleton Center and outdoor athletic fields as well as general light maintenance of the Nettleton Center and outdoor athletic fields.
- Oversees part time event and janitorial services staff.
- Ability to effectively and consistently recruit student-athletes and fill the women's basketball roster.
- Thorough understanding of collegiate women's basketball.
- Game and practice planning and preparation.
- Administration of team travel including finances, driving the team vehicle, meals, and lodging.
- Planning and facilitating, athletic visitor weekends, awards fellowship, and alumni events related to women's basketball.
- Attending and assisting with annual high school tournaments.
- Fundraising.
- A varying work schedule including nights and weekends.
- Teaching one of more classes within the sport management and coaching areas as qualified.
- Other duties and areas of responsibility as assigned.

## ESSENTIAL JOB FUNCTIONS

1. Assisting the Athletic Director
2. Ability to consistently recruit mission fit student athletes
3. Networking
4. Coaching
5. Supervision of athletics staff
6. Event, facility, and field management
7. Janitorial work
8. General facility, field and equipment maintenance
9. Clerical work
10. Other duties as assigned

## **SUPERVISORY RESPONSIBILITIES**

This position will have up to 15 direct reports.

## **CONFIDENTIAL INFORMATION**

1. This position has access to confidential information.
2. Before placing a person in this position, a background check is required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Reflecting Jesus-like character in all settings.
2. Strong organizational skills
3. Able to work independently and with minimal direct supervision
4. Employee relations skills are essential
5. Knowledge of sports
6. General maintenance (facility and grounds)
7. Ability to handle a variety of tasks with a variety of students and student situations
8. Ability to manage gym staff
9. Knowledge of Microsoft and Google Office products
10. Willingness to learn new skills and abilities as necessary
11. Must be physically able to exert up to 50 pounds of force occasionally; exert up to 20 pounds of force frequently; and exert up to 10 pounds of force constantly to move objects.
12. Visual requirements include vision from less than 20 inches and more than 20 feet with or without correction, color vision, depth perception, and field of vision.
13. Must be able to perform the following physical activities: Climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.

## **EDUCATION AND EXPERIENCE**

1. A minimum of a four-year college degree in sport management or a related field is preferred.
2. Previous participation or involvement in athletics or athletic administration is preferred
3. Previous managerial experience is preferred
4. Previous experience with janitorial and light field and facility maintenance is preferred
5. A minimum of two years' head coaching experience at the high school varsity level or higher is preferred.

<b>ADA RELATED REQUIREMENTS</b>	<b>0-24%</b>	<b>25-49%</b>	<b>50-74%</b>	<b>75-100%</b>
Seeing and hearing: Read documents, computer screen, answer phone, communicate in person			x	
Standing and walking				x
Climbing, stooping, kneeling, and lifting				x
Dexterity: Utilize phone, typing, and writing			x	

**NOTE**

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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WRITTEN BY

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DATE

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APPROVED

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DATE