Seward County Community College
Structured Compensation - Job Description
Coach Assistant Tennis

Data Year: 2017
Prepared On: 11/13/2017

<table>
<thead>
<tr>
<th>Department</th>
<th>Athletics</th>
<th>Grade:</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To:</td>
<td>Head Tennis Coach and AD</td>
<td>Classification:</td>
<td>Exempt</td>
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<tr>
<td>Supervises Direct:</td>
<td>0</td>
<td>Supervises Indirect:</td>
<td>0</td>
</tr>
<tr>
<td>Approved By:</td>
<td>Roy Allen</td>
<td>Effective Date:</td>
<td>07/26/2001</td>
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<tr>
<td></td>
<td></td>
<td>Revised Date:</td>
<td>09/08/2017</td>
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Role:
The purpose of this position is to assist the Head Coach with all the responsibilities and duties of running a varsity collegiate sports Program. The central responsibilities of this position are recruiting student-athletes, coaching current student-athletes, and effectively advising student-athletes. Community involvement will be expected for this position as it is an important aspect of our institution. Position supervises student workers and ambassadors.

Employment based on 207 days during the fiscal year.

Essential Functions & Responsibilities:
E 20% Recruiting student-athletes in state and out of state. This includes extensive travel all over Kansas and the United States.
E 40% Coaching and training current student-athletes. Preseason, in season, and post season workouts.
N 40% Effectively advising student-athletes to get them in the courses necessary for them to graduate.

Performance Measurements:
1. Recruiting and signing student-athletes is a responsibility of this position. Therefore one will be evaluated accordingly their performance in this area.
2. Involvement in practice planning, running practices, training student-athletes, and assisting the Head Coach with all of these tasks are important performance aspects of this position.
3. Requires community involvement in regards to speaking engagements, working with community organizations, and representing the college in a positive manner whenever possible.
4. Ability to effectively assist with budgetary responsibilities when utilizing college funds for recruiting and team travel.
5. Effectively advise student-athletes and assure progress towards graduation to performance measures.

Knowledge and Skills:
Experience Six months to two years of similar or related experience.
Education A Bachelor's degree.
Interpersonal Skills A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts
become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.

Other Skills

Physical Requirements

Physical requirements are based on an 8 hour work day and may vary slightly.

- Sitting for a period of 2 hours at one time with a total of 4 hours
- Standing for a period of 4 hours at one time with a total of 8 hours
- Walking for a period of 2 hours at one time with a total of 2 hours
- Lifting up to 5-100lbs occasionally (1% 33%)
- Carrying up to 5-100lbs occasionally (1% 33%)
- Repetitive Action: use of right and left hand for simple grasping; pushing and pulling; and fine manipulation
- Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally (1% 33%)
- Individual will be around moving machinery; be exposed to marked changes in temperatures and will drive automotive equipment.

Work Environment

Overnight trips for games and recruiting required.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name ________________________________ Date ________________________________

Employee Signature ________________________________

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