

BRYN ATHYN COLLEGE



FOUNDED IN 1877

JOB DESCRIPTION

TITLE:	Head Men's Basketball Coach, Assistant Athletic Director for Operations
STATUS:	Full-time Staff/Exempt
BENEFITS:	Full Benefit Eligibility
REPORTS TO:	Director of Athletics

Position Summary

Reporting to the Director of Athletics, the Head Men's Basketball Coach, Assistant Athletic Director for Operations additionally serves as the main contact for all field, rink and court practices and games; maintains all practices and games in the appropriate scheduling systems. Serves as point for all team transportation and meals.

Specific Responsibilities & Essential Functions

The Head Men's Basketball Coach, Assistant Athletic Director for Operations is expected to support and enhance Bryn Athyn College (BAC) Athletics, and build a program that fosters commitment, sportsmanship, and charity. BAC is a NCAA Division III member, as well as a full member in the Colonial States Athletic Conference (CSAC).

Duties and responsibilities include:

Head Men's Basketball Coach

- Organize recruiting materials and identify potential prospects
- Develop recruiting strategy and maintain contact with recruits
- Commitment and dedication to academic success
- Ability to work with a diverse population
- Conduct practices and manage game strategy
- Develop a conditioning program along with practices
- Collaborate with the Director of Athletics to organize and administer team equipment purchases and distribution/collection
- Instruct and provide guidance to athletes on how to perform their sport, best practices, health and wellness initiatives, team concepts, and athlete safety.

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Operations

- Serves as the main scheduling contact for all field, rink and court practices and games
- Maintains all practices and games in the appropriate scheduling systems
- Coordinates lighting for field practices
- Acts as point-person on all team travel and meals
- Serve as liaison between CPO, the College and Secondary School for all matters related to game and practice scheduling
- Works with external rentals manager to ensure game/practice schedules are up-to-date
- Works in collaboration with the Assistant Athletic Director for Facilities
- Serves as primary contact for hiring, training and scheduling all student game operation assistants

Game Day Manager: Volleyball and Men's Lacrosse

- Management of Operations for home games at Bryn Athyn College
- Coordination of visiting team travel to Bryn Athyn College
- Facilitation of game day workers and staff per contest
- Setting up and breaking down field before and after contest
- Management of sportsmanship amongst coaches, players and spectators

Other duties as assigned

Line of Reports

The Head Men's Basketball Coach, Assistant Athletic Director for Operations reports to the Director of Athletics. The Head Men's Basketball Coach, Assistant Athletic Director for Operations supervises assistant basketball coaching staff and all game-day crew.

Criteria & Qualifications

- Bachelor's degree required
- Previous operations experience in a NCAA school
- Previous NCAA and head coaching experience
- Knowledge and passion for the sport of basketball
- Excellent communication skills, both oral and written
- Ability to lead, motivate and communicate with student athletes
- Strong organizational and developmental skills
- Excellent communication skills, both oral and written
- Team focused and interest in working in a highly collaborative environment
- Ability to exercise sound judgment and work effectively under pressure
- Proven ability to manage multiple, complex tasks independently
- Evening/weekend work required including travel
- Valid driver's license and access to a vehicle required