

# WARREN WILSON COLLEGE

## Position Description

**POSITION TITLE:** Director of Intramurals/Women's Head Basketball Coach

**DEPARTMENT:** Student Life

**REPORTS TO:** Director of Athletics and Adventure Sports

**POSITION SUMMARY:** Director of Intramurals, Gym Crew Supervisor, and Head Women's Basketball Coach.

### **SPECIFIC RESPONSIBILITIES:**

1. Responsibilities include planning, organizing, and implementing all aspects of campus intramurals.
2. Director must collaborate with other crews on campus such as Outdoor Programs, Student Life Orientation, Student Services and Wellness.
3. Director is also responsible for organizing on and off campus race events.
4. On campus races require securing goods from local merchants, and fund raising experience.
5. Off campus races require IM Director to hold a campus license to operate vehicles.
6. Gym Crew Supervisor duties entail managing a group of 12-15 students.
7. Director must make sure all students work their necessary hours, responsibilities include cleaning and maintaining Devries Gym, working hand in hand with gym crew to operate intramural programs, communicate with game day manager to ensure all students know how to work equipment and keep statistics, coordinate crew schedules with varsity schedules.
8. The Director will also serve as a liaison for all club teams in the department which requires managing schedules, field space and budgets.
9. Coaching and/or teaching fitness classes may also be available depending on candidate qualifications.

### Coaching Responsibilities

1. Recruit new student-athletes through visits, scouting, phone calls, correspondence, camps, and clinics.
2. Recruit student-athletes who are capable of academic, athletic, and social success in a competitive academic, athletic and work environment.
3. Work effectively with student-athletes, staff, faculty, and administrators through good communication and interpersonal skills.
4. Oversee and manage budgets.
5. Organize all travel operations including scheduling, budgeting, driving and proper management of student-athletes.
6. Maintain a professional appearance when representing the college.
7. Provide successful leadership for student-athletes both on and off the court.

8. Submit a year end report of basketball season to the Athletic Director.
9. Establish a working and coaching presence in the athletic offices.
10. Collaborate with other athletic and campus groups for gym use and game scheduling.

**WORKING CONDITIONS:**

1. Frequent evening and weekend work
2. Establish an office environment and presence in athletics area.
3. Travel Required. Must have a valid driver's license and pass campus vehicle driving test. Consider securing a CDL license.

**QUALIFICATIONS:**

1. Commitment to the College's mission and the mission of the Athletic Department.
2. Bachelor's Degree required.
3. Minimum of 2 years administrative and supervisory experience in related field needed which includes program development, budgeting, and scheduling.
4. Good interpersonal skills.
5. Excellent knowledge with computer programs such as word and excel.