



## **JOB DESCRIPTION**

**Job Title:** Assistant Basketball Coach

**Department:** Athletics

**Job Category/ FLSA Status:** Athletics/Exempt (Coach)

**Accountability:** Basketball Head Coach

**Authority:** As assigned

**Authority:** None

### **Position Description:**

The Assistant Basketball Coach is responsible for supporting the Basketball Head Coach with coaching, character development, and providing direction to student-athletes so they may achieve a high level of skill as well as an appreciation for discipline, sportsmanship, and teamwork in basketball.

In addition, in conjunction with the Basketball Head Coach, the assistant coach will assist in fostering cooperation and positive teamwork, exhibit outstanding sportsmanship and fan involvement at games and special events, and most importantly, assume a major role in the development of our youth as future leaders in God's church and for The Kingdom. This position requires thoughtful and respectful interaction with student-athletes, fellow coaches, staff, parents, and the community. Positive communication strategies, organizational skills, and safety awareness are key requirements.

### **Major/Duties/Responsibilities**

- Display a Christ-like character at all times.
- Assist in recruiting, training, and leading a competitive basketball organization while cultivating a community of Christ-centered student-athletes.
- Follow and uphold the policies and mission statement of the College of Biblical Studies-Houston
- Assist the Head Coach to plan, organize, and direct the College of Biblical Studies-Houston Basketball program.
- Recognize each player's specific talent to devise play strategies and optimize athletic performance.
- Instruct and demonstrate skill sets and techniques necessary for individual and team development.
- Ensure team rules and regulations regarding the conduct and eligibility of the athletes are clearly communicated and followed.
- Assist the Head Coach to plan, organize, advertise, and conduct tryouts for the basketball program; inform the Athletic Department and participants of final selections. Maintain the integrity of the selection process. Provide information regarding rules for the season (preseason, all sports schedule, camp schedule, clinic schedule, try-out criteria, etc.).
- Assist the Head Coach to arrange and schedule bus transportation with the Athletic Director. Must be licensed to operate a vehicle for travel to away games and other basketball events. Will travel with student athletes on the team bus both to and from competitions.
- Assist the Head Coach to submit athletic rosters to the Athletic Department one week before the first game, any changes to student information on the roster, inventories, final season statistics and alphabetical list of award winners immediately following the season (list includes number of awards and the class of the athlete).

- Assist the Head Coach to ensure the proper forms (insurance, attendance, medical) are obtained and current and all student athletes are academically eligible.
- Assist the Head Coach to check and secure all offices, storage rooms, outside doors, locker rooms, and lights after last player leaves following games and practices.
- Assist the Head Coach to conduct informational parent meetings at the beginning of each season for all levels. Organize a parent volunteer group to help with snack bar, parties, team meals, end of the year banquet, etc.
- Creates a safe environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Maintain strong Interpersonal skills: Work well with others from diverse backgrounds. Focus on solving conflict, maintain confidentiality, listen to others, keep emotions under control, remain open to others' ideas, and contribute to building a positive team spirit.
- Assist the Head Coach to work directly with school athletic trainer to report injuries, teach precautions and procedures to ensure staff/student safety and help students prevent injuries.
- Model good sportsmanship behavior and maintain appropriate conduct towards opposing team, fans, parents, officials, spectators, and community.
- Assists with special retention campaigns or promotions related to student enrollment.
- Adheres to all policies and required statements.
- Perform related duties as required.

### **Qualifications**

#### Required:

- Proven coaching experience as an assistant of head coach.
- Christian with high integrity, actively pursuing a relationship with God.
- Is a committed Christian and in good standing with a local church.
- Is in complete agreement with the doctrinal position (items 1-8) of the college (including but not limited to the CBS Doctrinal Statement, The CBS Statement on Biblical Gender Roles, The CBS Biblical Statement on the Sanctity of Human Life, The CBS Biblical Statement on Human Sexuality and the CBS Definition of Marriage) and able to sign its doctrinal statement without reservation.

#### Preferred:

- Bachelor's Degree from an accredited institution of higher education.
- Proven coaching experience as an assistant of head coach at a higher education level.

### **Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.)**

- Knowledge of technical aspects of the assigned sport and willingness to continue to learn and examine new ideas pertinent to the assigned sport.
- Excellent communication skills, both written and verbal
- Must be experienced with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Familiar with and able to navigate recruiting websites
- Positive attitude with a desire and willingness to learn
- Able to multi-task, analyze workload, and prioritize as necessary for the benefit of the department
- Strong attention to detail
- Must be able to pass background screening, including driving record
- Eligible to work in the United States
- Ability to troubleshoot and solve practical problems
- Ability to communicate particular and general information to assist students in taking appropriate action(s)

- Ability to communicate student issues to relevant departments in CBS using approved communication processes
- Demonstrates excellent communication and organizational skills
- Ability to work effectively and independently without close supervision
- Ability to develop thorough knowledge of CBS's program enrollment information and other required content
- Ability to learn various software and systems as required by CBS

**Environment (i.e., necessary travel, unusual hours, etc.)**

- Must be willing to work flexible hours, including nights and Saturdays (schedule to be determined)

**Security Sensitive**

- Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.