



## Head Men's and Women's Tennis Coach

---

**Department:** Athletics  
**FLSA Status:** Exempt  
**Grade/Level:** N/A  
**Work Schedule:** M-F; 8:30 a.m. - 5:00 p.m. (may require evenings and weekends as sports schedules and recruiting responsibilities dictate); 10 month.

**Job Status:** 1.0 FTE  
**Reports To:** Athletic Director  
**Amount of Travel Required:** 30-40% (contests and recruiting)  
**Positions Supervised:** None

### **POSITION SUMMARY:**

Under general direction, provides overall leadership and management for the men's and women's intercollegiate tennis program; assists with game day administration for home contests. Performs all essential functions either personally or in coordination with appropriate Athletic Department Personnel (to include the Athletic Director, Trainer, Sport Information Coordinator, other coaches, Office Coordinator).

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

#### **Reasonable Accommodations Statement**

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

**Essential Functions Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Directs all components (i.e. student-athlete participation, coaching/instruction during practice and matches/tournaments, fiscal management and related administration) of the men's and women's intercollegiate tennis program. Develops and implements strategies for motivating student athletes to perform at maximum levels as both individuals and a team.

Provides supervision for all participants of the tennis program.

May teach a full time equivalent of .25 credit per year.

Serves as the College's representative to coordinate home contests as scheduled (when serving as game day administrator).

Develops and implements an effective recruiting strategy to promote a competitive roster for the tennis team. Works in conjunction with the Admissions staff to ensure selection of appropriate student athletes.

Informs, in written form, all matters concerning sportsmanship or injury. (ejections, severe warnings, injuries requiring medical attention, suspensions or probations).

Prepares, implements and administers the tennis program's operational budget.

Manages the equipment needs of the tennis program by:

- facilitating the purchase of sport specific equipment to include uniforms, athletic equipment and supplies, utilizing the “best buy” principle.
- ensuring proper storage, inventory, and replacement of work-out and sport specific equipment
- coordinating the laundry needs of practice and game uniforms.
- communicating and following up on specific needs to and with Aramark.
- setting and returning sport specific equipment following established guidelines.

Manages specific facility needs (either independently or in conjunction with the Coordinator of Facilities) by:

- scheduling and managing facility needs;
- adhering to game day set-up and NCAA and SCAC contest guidelines;
- communicating to team participants the expectations of care and cleanliness of dressing facilities;
- communicating and following up on specific needs to and with the Austin College physical plant;
- reserving all facilities needed for program use;
- adhering to the policies and procedures of the athletic department in regard to using, sharing and securing all facilities.

Schedules and coordinates transportation, lodging, and meals for travel (returns all rental vehicles, receipts, and allocated funds).

Communicates schedules, travel squads, itineraries, and roster management to faculty and staff.

Works closely with the Director of Athletics, faculty representative, registrar, athletic trainer and administrative assistant regarding the eligibility of student-athletes.

Schedules the use of training facilities and resources, ensuring adherence to all training policies and procedures.

Develops and implements an effective and efficient recruiting plan for perspective student-athletes.

Informs the Athletic Director, in writing, of all matters concerning sportsmanship or injury. (ejections, severe warnings, injuries requiring medical attention, suspensions or probations.).

**Other Job Function Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Promotes the tennis program through appropriate media and other channels.

Participates in alumni events, recruiting activities, and other departmental functions as needed.

Counsels team members in academic, disciplinary and personal matters, when appropriate.

Performs other duties as assigned.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to fully meet job expectations and to and to perform the essential functions of the job.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Bachelor's degree in physical education, exercise & sport science or related field.

Knowledge of Austin College academic programs and eligibility standards.

Knowledge of policies and procedures of Austin College, the Athletic Department, as well as, the requirements and standards of NCAA Division III and the Southern Collegiate Athletic Conference athletic governing bodies.

Valid Driver's License.

Successful completion of the NCAA Division III rules test on a yearly basis.

Five years related experience.

**SKILLS** (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations and to perform the essential functions of the job.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, records, files, reports, presentations, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to the audience;
- effectively apply knowledge of Austin College academic programs and eligibility standards.

**ABILITIES** (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to fully meet job expectations and to perform the essential functions of the job.)

To fully meet job expectations, the incumbent must have the ability to:

- work evenings and weekends;
- travel frequently;
- maintain valid Driver's License and clean driving record;
- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
- exhibit professional appearance and behavior at the office and at all work-related activities;
- comply with policies and procedures of Austin College, the Athletic Department, as well as, the requirements and standards of NCAA Division III and the Southern Collegiate Athletic Conference athletic governing bodies;
- work effectively under pressure while maintaining a professional demeanor;
- maintain confidentiality regarding sensitive matters;
- work with or deal effectively with all levels of employees and the public;
- make objective decisions timely and effectively;
- support and endorse the academic program and the highest level of achievement for each student-athlete;
- serve as a positive ambassador of his/her program, the athletic program, and Austin College to all constituents (e.g. parents, alumni, staff, faculty, media, and other coaches);
- establish and maintain cooperative employee, donor, or College friend relationships;
- exude confidence and optimism and to quickly recover from setbacks or disappointments;
- model sportsmanship at all times and expect the same from others;
- model high standards of honesty, integrity, trust, and ethics.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

The following must be demonstrated at a fully acceptable level:

- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external student athletes, students, faculty, staff, parents, and outside community members.
- Communication Skills - Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions. Communicates regularly with Athletic Director and others as needed or requested.
- Teamwork - Willingness and ability to work with others. Encourages and models support of programs other than own.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Leadership Skills - Displays effectiveness in communication, motivation, and directing others' work.
- Planning Skills - Plans and organizes work effectively by setting goals, prioritizing tasks, and evaluating progress.
- Fiscal Management - Demonstrates sound fiscal oversight through budgeting, managing accounts, and controlling expenses.
- Cooperation with individuals supervised - Listens to suggestions or complaints, displays sensitivity, and is approachable.
- Conflict Resolution Skills - Exhibits skill in addressing and resolving workplace conflicts.
- Mentoring Skills - Encourages and coaches staff/volunteer(s) in a positive manner and fosters staff development.

**PHYSICAL REQUIREMENTS:**

The following should represent the physical requirements of the essential job functions.

Physical activities required are the ability to demonstrate participation in the sport of tennis; finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 40 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:**

Typical environment is an outdoor environment in a variety of climate conditions and noise levels and an office setting with moderate noise and interruptions.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_