Position Description

**Classification Title:** Head Coach  
**Working Title:** Head Coach, Women’s Basketball  
**Supervisor’s Working Title:** Athletics Director  
**Department:** Athletics  
**Supervisory Position:** Yes ☑ No ☐  
**Employee Category:** Academic Staff  
**FLSA Status:** Exempt ☑ Non-exempt ☐  
**Date Created/Updated:** April 7, 2022  
**Position of Trust:** Yes ☑ No ☐  
(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)

**Position of Trust with Access to Vulnerable Populations:** Yes ☑ No ☐  
(Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are not enrolled or accepted for enrollment at a UW System Institution, and medical patients)

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**Position Summary**

The head coach responsibilities range from the planning, recruiting, coaching, developing, implementing, communication and administering of his/her program. Provides leadership, organization, and supervision for the women’s basketball team. Recruits’ student-athletes, practices and conditioning, budget management, fundraising activities, team travel, promotions, and organizing camps and clinics. The position of UWSP Head Women’s Basketball coach reports directly to the Athletic Director.

**Primary Responsibilities:**

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<tr>
<th>A. Coaching</th>
<th>% of Time</th>
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<td>- Provides instruction, demonstration and teaching the sport’s dynamics to student-athletes to ensure maximum potential of individuals and the team as a whole</td>
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<td>- Coordinates and arranges team travel involving coordinating and arranging competitive schedule, organizing and scheduling practice sessions, updating and maintaining student-athlete recruiting database</td>
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<th>B. Communication &amp; Leadership</th>
<th>% of Time</th>
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<td>- Work directly with department and campus administrative staff as well as external organizations to provide the best possible student-athlete experience and outcomes in and out of the classroom</td>
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<td>- Ability to articulate &amp; teach the game of football to student-athletes</td>
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<td>- Demonstrated ability as a strong mentor or role model for players</td>
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<td>- Proven commitment to and understanding of NCAA III intercollegiate athletics</td>
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<td>- Demonstrated knowledge of NCAA and WIAC rules and regulations</td>
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C. Recruiting
   - Previous regional recruiting experience in WI, IL, MI, MN, IA or other Midwest states.

D. Other
   Duties as assigned

### Qualifications – Knowledge, Skills, and Abilities:

**Required Knowledge, Skills, and Abilities**
- Bachelor’s degree from an accredited college or university
- Three years coaching or related experience

**Preferred Knowledge, Skills, and Abilities**
- 5 years coaching experience
- Demonstrated strong commitment to athletes as students
- Demonstrated experience with:
  - Supporting students from diverse and multicultural backgrounds
  - Personnel Administration
  - Fundraising
  - Community Relations
  - Media Relations
- Excellent interpersonal and communication skills