
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment Email: jobline@evergreen.edu
Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

Bulletin 2010-007LU

Opens: July 13, 2010

Review of applications begins: July 27, 2010

Review is ongoing and this position may close at any time.

HEAD COACH - MEN'S BASKETBALL

POSITION PURPOSE

The part-time Head Coach of Men's Basketball plans, organizes and conducts all activities of the intercollegiate men's basketball program, including recruiting, scheduling, fundraising, alumni relations and student athlete mentoring. The incumbent must possess an understanding of and commitment to the values of The Evergreen State College and the NAIA, and ensure a quality competitive men's basketball program which focuses on the development of the student-athlete. If the incumbent is interested in full-time employment, the position may have recreation program responsibility for one of the following areas: 1) marketing and promotions, 2) campus recreation programs, or 3) recreation facility operations. This position reports to the Director of Recreation and Athletics and is an "at-will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements.

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, graduate programs, and several public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

COMPENSATION

- Salary is \$3,216 to \$3,794 per month of full time work (salary will be **pro-rated for part-time** appointment) depending on experience and qualifications;
- Experience and training may be considered in salary placement;
- A full state benefits package which includes: paid sick and vacation leave; paid campus holidays; a generous medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. For more information about Evergreen's excellent employee benefits, please visit <http://www.evergreen.edu/payroll/employeebenefits.htm>;
- After six months of employment, employees are eligible for the tuition waiver program.

MINIMUM QUALIFICATIONS

- A Bachelor's degree in recreation, physical education, sports administration, sports management, education, business, public administration, liberal arts, or a related field.
- Administrative experience in recreation and/or sports, including experience with personnel and budgets.
- 2 years coaching experience.

DESIRED QUALIFICATIONS

- Master's degree in sports administration or related field.
- 2 yrs progressively responsible coaching experience at the intercollegiate level, including demonstrated recruitment ability.

(over)

ESSENTIAL FUNCTIONS

Head Coach – Men's Basketball

- Coach the intercollegiate basketball team during the season, which begins in September and runs through March.
- Plan, organize and conduct practices.
- Provide training direction, encouragement, and motivation in order to prepare athletes for games.
- Identify and recruit potential student athletes that detail player assessments, provide recommendations on athlete recruitment, and identify locations and individuals for targeted future recruitment efforts. Retain athletes by ensuring their eligibility according to NAIA rules.
- Plan and instruct athletes on game strategies and performance principles/expectations, including encouraging good conduct and sportsmanship.
- Adjust coaching techniques, based on the game situation and the strengths and weaknesses of the athletes. Analyze strengths and weaknesses of opposing teams to develop game strategies.
- Schedule intercollegiate competition in conjunction with the Director of Recreation and Athletics.
- Schedule practice and game times prior to the season, in coordination with others in the department. Inform all departmental administrators and support personnel of changes in team schedules, including games, practices and meetings that require classroom space.
- Manage equipment.
- Coordinate with the training room staff regarding physical conditioning programs for pro-active training and reactive treatment that enable athletes to achieve maximum performance. Oversee meaningful nutrition education and team building activities during the off-season.
- Carry out the duties of the position within NAIA and Cascade Collegiate Conference rules, regulations, and guidelines. Instruct athletes on applicable rules, regulations and guidelines.
- Accompany and supervise team on all away trips.
- Ensure the safety of athletes, while playing and traveling.
- Encourage academic achievement and community service.
- Provide limited intramural and recreation programming for campus community.
- Participate in departmental planning and budgeting.
- Provide support to coaches and athletes in other sports.
- Coordinate media relations, marketing, and promotions for men's basketball.
- Develop fundraising opportunities and implement strategies to meet fundraising goals.

Recreation Administration

If incumbent is interested in full-time employment and has an interest, experience, training and skill in one of the following areas of responsibility, the person may responsibility for one of the following areas:

- Marketing and promotions
 - Coordinate advertisements for events in intercollegiate athletics and campus recreation
 - Plan and coordinate game day promotions to increase attendance and fan enthusiasm
 - Develop and implement a budget for marketing and promotions initiatives
 - Assist with revenue initiatives such as season ticket sales, booster club activities, and community partner sign program
 - Develop and distribute marketing materials
 - Plan and coordinate community events and involvement
- Campus Recreation Programs
 - Develop, coordinate and implement club sports
 - Develop, coordinate and implement campus recreation programs
 - Supervise student staff coordinating campus recreation programs
- CRC Facilities Operations
 - Coordinate the activities and student staff in the CRC
 - Work with facilities and building services staff to oversee and ensure proper building maintenance and upkeep
 - Develop and oversee implementation of a safety plan for the building
 - Maintain administrative files regarding safety certifications of department staff

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of administration and development of an intercollegiate athletic program.
- Excellent organizational, communication, leadership, and motivational skills.
- Skill and ability to identify developmental needs of the athletes and help them to improve.
- Demonstrated cultural awareness, approachability, and effectiveness in working with students and staff, across social, racial, ethnic, class, sexual orientation, disability, age, religious and political differences.
- Effective team building skills.
- Ability to plan, organize and conduct practices and games and develop schedules
- In-depth knowledge of basketball, including rules, regulations, guidelines and strategies
- Ability to and commitment to promote the importance of the experiential learning and intellectual development as part of the student athlete experience on a college campus.

CONDITIONS OF EMPLOYMENT

- Persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work.
- Successful completion of a criminal background check.

APPLICATION PROCESS

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

1. A **cover letter** of application that clearly states how you meet the **Minimum Qualifications and Desired Qualifications** and that thoroughly describes how your qualifications, training and experience have prepared you to demonstrate **the Knowledge, Skills and Abilities statements** listed above.
2. A **resume** which includes a chronological work history that details your education, training and professional experience including months and years in each position.
3. At least **three work-related references** (required) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional). See attached forms.
4. **For applicants interested in full-time employment, in addition to providing documents listed in #1, #2, and #3 above,** please thoroughly describe your experience, training and skill in one of the following areas of responsibility: 1) marketing and promotions, 2) campus recreation programs, or 3) facilities operations.

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, LIB Room 3102
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Library Building, Room 3102 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

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AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: HEAD COACH - MEN'S BASKETBALL - 2010-007LU

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: _____
- An organization publication: _____
- Other web site: _____
- Newspaper or other publication: _____
- Other: _____

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

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REFERENCES

Name: (Print) _____

Position: HEAD COACH - MEN'S BASKETBALL - 2010-007LU

References: Please print or type: Name, position title, current address and telephone number.

1. _____

2. _____

3. _____

(List additional references on separate sheet)

"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

Signature of Applicant

Date