

**DAWSON COMMUNITY  
COLLEGE  
JOB DESCRIPTION**

**POSITION TITLE:** Women's Basketball Head Coach (0.5 appointments)  
**DEPARTMENT:** Intercollegiate Athletics  
**SUPERVISION RECEIVED:** Athletic Director  
**SUPERVISION EXERCISED:** Assistant and Part-time Coaches, student employees

**SUMMARY OF WORK:** The Head Coach is responsible for all aspects of their assigned sport including but not limited to building a positive culture, budget management, recruiting, eligibility, compliance, NJCAA documentation, promotion, public relations, scheduling, travel, awarding of scholarships, roster management, managing assistant coaches, organization of practices and all home games, camps, fundraising, academic monitoring, coaching, player development, and other duties assigned by the Athletic Director. The college expects head coaches to promote and develop leadership, citizenship, academic excellence, athletic competitiveness, and community engagement.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

**JOB SUMMARY**

**Nature of Work:** The head coach works in a wide variety of settings depending on the nature of the sport. The head coach is instrumental in recruiting and retaining prospective student-athletes to create a competitive team comprising student-athletes who develop into effective players, leaders, citizens, and scholars. The recruitment process entails research of high school and transfer prospects, travel to events to observe and evaluate athletes' potential and talent, interaction with high school coaches and prospective students' parents and family members, coordinating and conducting campus visits, and executing letters of intent. The work also requires the ability to plan and execute a practice regimen that develops player and team skills, engages student-athletes in an appropriate strength and conditioning program, and balances commitment to the team with academic and civic commitments. The work includes planning of game-day activities for home games, which includes player and team preparation, recruitment of volunteers, coordinating officials, and coordinating with Physical Plant and other college staff.

**Personal Contacts:** The head coach interacts with a wide variety of people in a professional and enthusiastic manner such as students, student-athletes, and fellow employees. The head coach interacts frequently with program volunteers, representatives of the Dawson College Foundation, members of the press, parents and prospective students, fans and the public.

**Essential Functions:** This position requires the ability to: communicate orally and in writing; read written material; adhere to written policies and procedures for all recruiting, and retention activities; decide how and where to spend the budgeted funds; assist in the production of press releases and public service announcements; recruit students; and coordinate college events. The position must be physically able to operate a vehicle; flexibility to travel and be away from campus for up to three weeks at a time; sit and stand for long periods of time; carry advertising/recruiting materials weighing approximately 25 pounds; set up exhibits; move and haul advertising and recruiting displays; lift up to 30 pounds; fine motor skills for a computer and cameras; reach

with hands and arms; perform finger and hand dexterity; use visual acuity; and be mobile. The employee must have a valid driver's license and be able to drive for long periods during morning, day, and after dark; and in all seasons of Montana's weather.

## **PERFORMANCE STANDARDS**

- Maintain a high degree of professionalism and confidentiality as this position represents Dawson Community College in a variety of venues. Must adhere to all Federal and state laws and institutional policies regarding confidentiality of student records (FERPA).
- Perform all coaching duties (e.g., recruitment, practice regimen, planning, student-athlete development, competition strategy, etc.) necessary to create and maintain a competitive intercollegiate athletic team.
- Effectively motivate, teach, develop, and supervise students from diverse backgrounds and with various levels of maturity by developing and maintaining professional and appropriate relationships with student-athletes and students involved with the team to create a positive culture within the program.
- Participate in the college's yearly budgeting process and manage the funds allocated to the assigned team, including tuition waivers and scholarships as well as fund-raised money.
- Recruit and supervise assistant coaches and volunteers
- Oversee college and rented facilities and help ensure they are well maintained and safe for practice and competition.
- Manage college equipment effectively and keep accurate inventory records.
- Appropriately represent the college during competition, team travel, recruitment, and when interacting with the press and the public.
- Assist with advisement and registration of student-athletes as well as academic monitoring of student-athletes to help them stay on track with their education and move towards graduation.
- Attend department and college meetings, commencements, visit days, orientations, and other events.
- Contribute to the overall operation of the Intercollegiate Athletics department by working collaboratively with fellow coaches and college administrators.
- Promote the program through high-quality social media engagement and consistent press releases for game recaps, promoting upcoming games, signings, awards, and other newsworthy information.
- Coordinate local and national media for the sport by working closely with the college's Marketing department to ensure a consistent unified message.
- Contribute content to ensure the Intercollegiate Athletic Department website is current and informative.
- Work with the Sports Information Director to upload statistics to the DawsonBucs website for home games and to coordinate statistics and proper reporting for away games.
- Coordinate and/or take photographs for department and college use.
- Nominate players and teams for sport conferences, regional awards, polls, honors, and special recognition.
- Participate in the enhancement of the game-day atmosphere through music, event marketing, special appearances, and promotions.
- Assist with live stream production and make available to athletes for four-year coaches to promote their recruitment.
- Use various methods to promote your athletes to four-year schools and help them get opportunities to continue their athletic and educational pursuits in college after Dawson.
- Maintain a list of individual and team performance records.
- Schedule and maintain office hours as required.

- Conduct oneself with the highest integrity in all dealings and represent the college in a positive manner.
- Perform other duties as assigned within the Athletic Department.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Earned Bachelor's degree and 3 years of coaching/recruitment experience or equivalent combination of education and experience
- Excellent team leadership and management skills, including the ability to motivate, build consensus, evaluate performance, and facilitate training and professional development.
- Maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Demonstrated high-quality oral and written communication skills.
- Ability to travel and work evenings and weekends, as necessary.
- Must have a valid Montana driver's license.

This description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

**Background checks are required prior to employment.**

**INQUIRIES MAY BE DIRECTED TO:**

Human Resources Department

hr@dawson.edu

406-377-9430

**This institution is an equal opportunity provider.**

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. 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.

**Qualified protected class individuals are encouraged to apply.** Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

**Nondiscrimination Policy:** Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Daisy Nyberg, Title IX Coordinator. Telephone: (406) 377-9412. Email: [dnyberg@dawson.edu](mailto:dnyberg@dawson.edu) . Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: [vboysun@dawson.edu](mailto:vboysun@dawson.edu). Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs. Telephone: (406) 377-9434. Email: [mhull@dawson.edu](mailto:mhull@dawson.edu) Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.