

Posted: 03/27/2019

Annual Salary: \$15,000.00

Status: Part-time



The College of Idaho invites applications for a **Head Coach, Women's Tennis**. As part of the Athletic Department team, the head coach's primary responsibility is instructing the women's tennis team. Also responsible for recruiting, scheduling and fundraising.

Essential Functions

Coaching

- Provide athletes technical instruction in fundamentals of sport and player development
- Coach student athletes during practices and matches
- Work with strength and conditioning coach to develop a strength program
- Monitor team members for eligibility (grades)
- Schedule practice times, make up matches, etc.
- Coordinate travel itineraries and accommodations
- Prepare the budget and administrative paper work

Recruiting

- Recruit student-athletes that fit with the academic and athletic standards of the college
- Arrange campus visits and scouting trips; observe competitions, evaluate talent, and meet with prospective student athletes

Fundraising

- Solicit contributions from organizations
- Organize team fundraising opportunities

Scheduling

- Schedule other teams to compete against, home and away
- Create schedule for non-conference matches
- Additional duties as assigned

Knowledge, Skills, and Abilities

- Must be an accomplished coach, leader, and teacher both on and off the court
- Demonstrated excellence in ability to teach competitive tennis
- Have an understanding and appreciation of the NAIA, philosophy, and the role of athletics within a private liberal arts college.
- Must adhere to NAIA guidelines, performance standards, policies and 5 core values
- Knowledge of Microsoft Office suite
- Excellent communication skills, both oral and written, in English
- Excellent organizational skills

Qualifications

- Requires a Bachelor's degree in physical education, recreation, health, or related field

- Prior competitive tennis coaching experience required; collegiate women's tennis coaching experience preferred
- Demonstrated successful experience in recruiting
- Must complete NAIA Coaches Course
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. **Application review will begin immediately.** Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.