

Alverno College
Non-Exempt Position Description

<u>Position Title:</u>	Part-Time Tennis Coach	<u>Date:</u>	June 2025
<u>Department:</u>	Athletics	<u>Status:</u>	Part-Time/12-month
<u>Reports To:</u>	Director of Athletics & Recreation (AD)		

Primary Function:

The Part-Time Tennis Coach will be responsible for, but not limited to, the conduct and overall supervision of the Tennis program. The position's main responsibility will be to recruit; develop and retain student-athletes; coach and develop a competitive Tennis program in compliance with NCAA, conference and Alverno rules and regulations. This position has a secondary duty to be determined in accordance with the qualifications of the candidate and the needs of the Department.

This is an on-campus position, requiring weekend and evening work.

Principal Responsibilities

1. Knowledge and adherence to all NCAA, Conference, and Alverno College policies.
2. Attend and plan all practices, competitions, and events for assigned sport.
3. Ability to develop the athletic skill and conditioning of student-athletes to grow as competitors and increase sport knowledge.
4. Successful recruitment and retention of prospective student-athletes to Alverno College, working collaboratively with Admissions to help achieve College enrollment goals.
5. Maintain an inventory of equipment, uniforms, and supplies.
6. Ability to develop a sports budget, including equipment, uniforms, travel, meals, etc. for approval of the AD.
7. Work with Alverno Academic Success to provide support for student-athlete academic efforts and monitor their degree progress.
8. Provide leadership and general guidance for student-athletes.
9. Attend all Conference and Departmental meetings.
10. Cultivate and maintain positive relationships with student-athletes, Department staff, and Alverno College community.
11. Under the supervision of the AD, develop positive relationships with alumnae, volunteers, and fans.
12. Assign duties and supervise respective assistant coaches (e.g. fulltime, part-time, and/or graduate assistant coaches).
13. Coordinate scheduling, travel and meal arrangements, as well as safely transport athletes to and from all off-site practices and competitions.

14. Actively support Department and sport promotional and fundraising activities.
15. Promote the sport, the Athletics Department and Alverno, on and off campus, in a positive manner.
16. Maintain positive professional relationships with other colleges, professional peers and organizations.
17. Remain current in teaching sport techniques and skills development trends.
18. Attend and actively participate in all department meetings and official College functions when appropriate.
19. Meet all required expectations for a primary secondary assigned responsibility within the Athletics Department (to be determined at a later date), in addition to event management duties. These expectations may be reassigned yearly, or as needed by the successful management of the Department.
20. This position works on campus (not remotely) and must maintain clean and professional work areas. The coach must comply with Alverno safety procedures.
21. Perform other duties as assigned by the AD and deemed necessary to support the mission of the College.

Qualifications

1. Bachelor's Degree required.
2. Experience organizing and supervising a sports program is preferred.
3. Requires previous teaching/coaching and/or playing experience in assigned sport to indicate substantial knowledge of technical aspects of the sport including knowledge of NCAA regulations.
4. Strong communication skills with faculty, staff, students, potential student-athletes, parents, coaches, officials and the public.
5. Requires strong organizational skills and the ability to multi-task and prioritize.
6. Must have demonstrated leadership abilities and an understanding of student development, including the ability to balance student needs and take on an institutional perspective.
7. Requires the ability to work in a team setting and work effectively with a variety of audiences and departments.
8. Must be able to work evenings and weekends as necessary to attend practices and events.
9. Current driver's license, meeting the qualifications to drive an Alverno van.
10. Must be able to move freely, including the ability to frequently walk, stand, stoop, bend and lift at least 25lbs.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.