

**EMMAUS BIBLE COLLEGE  
JOB DESCRIPTION**

**ASSISTANT ATHLETIC DIRECTOR –  
(ATHLETIC COMMUNICATIONS/INTRAMURALS) &  
HEAD WOMEN’S BASKETBALL COACH**

**POSITION IDENTIFICATION**

**Position Title:** Assistant Athletic Director (Athletic Communications/Intramurals) & Head Women’s Basketball Coach

**Department:** Athletics and Student Life

**Status:** Full-time

**Reports To:** Athletic Director

**Date Written:** 2024

**To Apply:** Interested candidates should apply by submitting the following via email to [athletics@emmaus.edu](mailto:athletics@emmaus.edu).

1. Cover letter
2. Resume
3. Three professional references

**POSITION SUMMARY**

The Assistant Athletic Director (Athletic Communications/Intramurals) & Head Women’s Basketball Coach plays an integral role in the life of the college, as a member of the Athletics and Student Life Team. The Assistant Athletic Director (Athletic Communications/Intramurals) & Head Women’s Basketball Coach reports directly to the Athletic Director and works with students, faculty, staff, and administration to implement all communications aspects of the Emmaus intercollegiate athletic programs, coordinate the intramural program, and to provide direct leadership for the women’s basketball program.

The role of Athletic Communications is to promote all Emmaus athletic programs and to represent those programs to all constituents. This position works with all sport head coaches and the Athletic Director to implement a strategic communication plan, which provides consistent messaging, enhances student-athlete recruitment, and raises awareness of the Emmaus Bible College Athletics to both internal and external constituents. This position also facilitates the Intramural program by coordinating with student leaders to create intramural teams, schedule tournaments, and oversee student referees.

The role of Head Women’s Basketball Coach has the responsibility to provide strategic leadership and to create a healthy, team-oriented culture in the women’s basketball program. The head coach will enhance all aspects of the women’s basketball program, including: student-athlete recruitment and retention, athletic development, spiritual formation, and graduation of its student-athletes.

## **ESSENTIAL JOB FUNCTIONS**

### **ASSISTANT ATHLETIC DIRECTOR**

#### **Brand Awareness**

1. “Bring to life” the Emmaus Athletics brand and create an annual plan to “tell the story” of Emmaus Athletics.
2. Create and collaborate to produce written, graphic, and video content for the Emmaus Athletics website and social media accounts.

#### **Media Relations**

3. Communicate Emmaus Athletics achievements through all Emmaus-controlled media channels
4. Communicate Emmaus Athletics achievements and events to local media in Dubuque and media outlets of the student-athlete’s hometown.

#### **Multimedia**

5. Manage and activate the Emmaus Athletics website and social media accounts to increase engagement with Emmaus supporters and prospective student-athletes, and to enhance the gameday fan experience.
6. Capture, archive, and make accessible photo and video content of Emmaus athletes and events.
7. Deliver and improve the Emmaus Athletic livestream experience, in partnership with the IT department.
8. Provide leadership and best practice training to Emmaus coaches and student staff for managing team-specific social media account, and for the use and care of technology equipment.

#### **Statistics**

9. Manage and oversee all statistics and media gameday operations for home sporting events.
10. Ensure statistical reporting to institutional SIDs, coaches, the MCCC, and the NCCAA.
11. Statistical archiving for Emmaus sport programs.

#### **Senior Women’s Leader**

12. Provide leadership and communication to the athletic director and administration in the areas of strategic planning and decision-making for the athletic department.

#### **Intramurals**

13. Manage and oversee all aspects of the Emmaus Intramural program
  - Intramural sport offerings and scheduling
  - Sport rules and Equipment inventory
  - Team captains and formation; Referee staffing and training
  - Conflict resolution
14. Facility scheduling, maintenance, and communication

## **HEAD WOMEN'S BASKETBALL COACH**

### **Leadership**

1. Model the mission, goals and values of Emmaus Bible College.
2. Create, articulate and fulfill a Christ-centered, biblically-principled mission, vision, and strategic plan for the women's basketball program.
3. Recruit, supervise and evaluate qualified assistant coaches who align with the Christ-centered, biblically-principled mission, vision, and strategic plan for the women's basketball program and Emmaus Athletics.

### **Recruiting**

4. Recruit and matriculate qualified Christian student-athletes for the women's basketball program.
5. Establish, meet, and retain student-athlete roster goals for the women's basketball program, as established in collaboration with the Athletic Director and Emmaus Bible College administration.

### **Coaching**

6. Develop and supervise practices, including preparation of athletic facilities and equipment.
7. Develop and supervise game planning, game scheduling, and in-season and out-of-season training, in coordination with Athletic Department staff and coaches.
8. Develop and implement systems for scouting opponents and video review/exchange.
9. Disciple, mentor, and invest in all players towards their social, emotional, athletic, academic, professional, and spiritual maturation.

### **Administration**

10. Ability to maintain and work within budget parameters, as established by the Athletic Director and Emmaus Administration.
11. Maintain high academic standards for student-athletes to ensure athletic eligibility and progress toward academic program and degree completion.
12. Knowledge of NCCAA, MCCC, and Emmaus rules related to eligibility, practice, competition, and recruiting.
13. Maintain compliance with the NCCAA, MCCC, and Emmaus regulations.

### **Engagement**

14. Develop positive and collegial relationships with other Emmaus Bible College departments.
15. Develop, organize, and grow clinic/camp programs specifically for the sport of basketball, in coordination with Athletic Department staff and coaches.
16. Exhibit a department (Athletics/Student Life) above program (Women's Basketball) attitude.
17. Perform other duties as assigned by the Athletic Director.

## **EDUCATION, TRAINING, AND EXPERIENCE**

1. Bachelor's Degree.
  - a. Preferred qualifications include completed Master's degree.
2. 2-3 years' experience in athletic coaching.
  - a. Preferred qualifications include 2+ years as head or assistant basketball coach at the collegiate level, or 5+ years' experience as head varsity basketball coach or high-level club program.
3. Demonstrated experience in recruiting and retaining qualified student-athletes.
4. Demonstrated experience in building successful team cultures.
5. Ability to listen, motivate, and coach others.
6. Ability to develop, organize, and implement sporting events.
7. Certification in athletic coaching (general or sport-specific)
8. Current certification in CPR, AED, and First Aid, or willingness to obtain.
9. Current commercial driver's license, or willingness to obtain. Capable of driving mini bus or van for team travel.
10. Proficient in the use of Microsoft Office software (Word, Excel, PowerPoint).

## **KNOWLEDGE, SKILLS, ABILITIES, AND DISPOSITIONS**

1. Born-again believer in the Lord Jesus Christ.
2. Demonstrated Christian character and spiritual maturity.
3. A commitment to the local church and demonstrated relationship with Jesus Christ.
4. Knowledge of the Word of God, as demonstrated by its proper application in life.
5. Alignment with the Doctrinal Statement of Emmaus Bible College.
6. Commitment to the Mission, Core Values, and Institutional Goals of Emmaus Bible College.
7. Demonstrated understanding of, experience with, and commitment to ministering among Plymouth brethren assemblies.
8. Strong organizational, administrative, and interpersonal abilities.
9. Demonstrated ability to work collaboratively for achievement of institutional mission and goals.
10. Highly motivated and a proven self-starter.
11. High professional, ethical, and moral standards.
12. Committed to ongoing self-improvement in the areas of athletics, coaching, teaching, leadership development, spiritual formation, and discipleship.
13. A strong commitment to academic excellence, sportsmanship, and spiritual development.
14. Excellent verbal and written communication skills.
15. Flexible schedule (nights and weekends required including weekends away).
16. Willingness to serve.
17. Ability to walk from one campus facility to another.
18. Spend extended periods of time sitting and standing.
19. Ability to lift, move, and carry objects up to 30 lbs.
20. Have adequate vision, hearing and manual dexterity to interact with people in person, on the phone, via computer, and in writing. Requires the ability to identify, observe and assess visual color discrimination and depth perception.
21. Ability to reach with hands and arms; use of hands to handle or feel objects, tools or controls (e.g. mouse, keyboard, telephone, sports equipment); also requires arm-hand steadiness, manual dexterity, and the ability to make precisely coordinated movement.