

Pacific Union College

Job Description

Position Title:	Women's Basketball Coach -Part-time	Exemption Status:	Non Exempt
EEO Classification:	3- Professional	Job Code:	27-2022
Department:	Athletics	Position ID:	
Reports To:	Director of Athletics	Wage Scale:	
Last Update:	6/5/2026		

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u> eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u> ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u> rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u> ervice:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Pioneers Women's Head Basketball Coach is a member of the Athletics & Recreation Department of Pacific Union College. This position reports directly to the Athletic Director. Pioneers' basketball competes in the California Pacific Conference of the National Athletic Intercollegiate Association. The head basketball coach is responsible for managing all operations for the men and women's programs to maintain competitive intercollegiate teams. The coach provides leadership and direction to support student-athlete success in the classroom and on the basketball court. The coach provides leadership and direction to the assistant coaching staff (volunteer and paid) and is responsible for fundraising for the basketball program. The basketball program will maintain a positive reputation with the community. The basketball coach will be a positive contributor to the athletic department and Pacific Union College.

ESSENTIAL FUNCTIONS

- Recruit and maintain women's basketball teams of 19 athletes each.
- Formulate a successful philosophy to promote the educational welfare and sportsmanship of the student-athlete.
- Support the Seventh-day Adventist mission of the institution and demonstrate how they can contribute to a Christian college environment.
- Conduct and supervise all practices
- Schedule and attend all contests as approved by the Director of Athletics. Must travel with the team unless alternate arrangements have been approved, in advance, by the Director of Athletics
- Work with Director of Athletics to secure facility rentals when appropriate
- Develops appropriate training programs and practice schedules.
- Maintains a safe environment and facilities for student athletes at all times.
- Follows and maintains knowledge of all NAIA and Cal Pac policies and procedures.
- Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in the sport of basketball.
- Ensure that all basketball players meet NAIA & PUC eligibility requirements

- Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles from a Christian context.
- Supervises students in locker rooms at home and away games and ensures appropriate behavior.
- Ensures that appropriate rules and regulations regarding the conduct of athletic activities and athletes are followed.
- Promote the academic success of student-athletes and track the progress of each player in all classes.
- Ensures that proper cleaning, storage, and maintenance of all athletic equipment and uniforms and updated inventories are adhered to.
- Ensures that proper form(s) (insurance, attendance, medical) obtained and current.
- Ensures that medical and safety requirements are adhered to.
- Work with Enrollment Services as it relates to financial aid for recruits as well as campus tours and other recruiting needs
- Interacts thoughtfully and courteously with students, staff, parents and officials and resolves conflict in a professional manner.
- NAIA Eligibility Coordination
- Obtain a strong understanding of NAIA and PUC academic and eligibility rules and regulations
- Works in tandem with the PUC Records Office and coaches to review academic and athletic information of current and future student athletes to ensure eligibility of play for all student athletes.
- Holds office hours for student-athletes to drop in for resources and support.
- Practice confidentiality of information at all times.
- Perform all other duties as assigned.

EDUCATION

- Education: Bachelor's Degree, Masters preferred.
- Experience: Minimum of 2 years' experience in student life or related field.

LICENSE/CERTIFICATION

N/A

QUALIFICATIONS

- Project Manager, organized, efficient, self-starter
- Competent and knowledgeable of current basketball and sport philosophies
- Ability to promote and encourage social and spiritual leadership

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, weekend work, on-call/after-hours work, fast-paced work, and driving/operating machinery or vehicles.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the _____ job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date