



POSITION: Head Men and Women's Tennis Coach

DEPARTMENT: Athletics

RESPONSIBILITIES

- Teaching proper skills and skill development to student-athletes.
- Design and implement technical schemes and game plans to student-athletes and thus have a great deal of independent discretion and judgement as to the manner and method of teaching.
- Evaluation of game and practice films with student-athletes.
- Instruction of student-athletes during practice sessions and games.
- Monitoring of academic progress and study hall attendance by student-athletes.
- Budget and purchases related to the program.
- Proper care and routine maintenance of equipment and uniforms.
- Securing team travel arrangements.
- Recruitment of student athletes which includes off campus contacts and evaluations as well as on campus visits and evaluations.
- Athletic financial aid to student-athletes.
- Make recommendations for the employment of assistant coaches and graduate assistants.
- Responsible for supervising assistant coaches, graduate assistants, and work study students.
- Fundraising for the program.
- Attendance at conference and NCAA required meetings.
- Attendance at campus and community events.
- Teaching student-athletes positive Christian life skills.



QUALIFICATIONS

- Bachelor's degree or professional license required.
- Experience as a player or coach required.
- Supports NGU's mission statement and core values, commitment to a Christian lifestyle and character in keeping with a biblical model.

PHYSICAL REQUIREMENTS

- Mobility ability to demonstrate basic tennis skills, instruct a tennis practice, move for 2-4 hours during practice sessions, lift tennis equipment or other items of 50 pounds.
- Hearing well enough to communicate with students and co-workers.
- Visual ability to drive, read and use a computer.
- Communication with students well enough to dictate instructions.
- Cognitive/Emotional – ability to critically think and concentrate.

WORKING RELATIONSHIPS

- The position is a full-time position in athletics. The head men and women's tennis coach reports directly to the director of athletics.

WORK SCHEDULE

- Coaches are required to work according to team schedules for practice, games, travel, and maintain normal office hours.

TRAVEL

- Travel is required for games, recruiting and attending conference and other required meetings.



This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.