

# Head Men's Basketball Coach

*January 2023*

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Head Men's Basketball Coach**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [application](#) to Calvary University at [humres@calvary.edu](mailto:humres@calvary.edu) or fax to 816-425-6138 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147

**Job Title:** Head Basketball Coach/Asst Athletic Director  
**FLSA Status:** Full-time  
**Reports to:** Athletic Director

## I. CALVARY UNIVERSITY VALUES

Calvary University values employees who are committed to and demonstrate excellence as (1) practitioners, leading by example, and contributing through service and ministry in their respective fields, (2) capable mentors and disciplers, able and eager to use their knowledge, experience, and maturity in support of Calvary University's mission, and (3) skilled in developing strategic partnerships and collaborations to benefit their departments and to continually improve the quality of investment in Calvary University's students.

## II. GENERAL EXPECTATIONS

This document describes duties that Calvary University expects of staff members. These may change with each year, through discussions between you and your Department Head. Your performance will be reviewed and evaluated based on how well you fulfill these duties. The responsibilities for this position will include some or all of the following: (1) leadership and service, (2) mentoring and discipling, (3) and administrative, cooperative, and collaborative efforts. Your responsibilities may include involvement in off-campus, evening, or weekend duties, as well as other Calvary community efforts as Calvary leadership requires.

## III. STAFF RESPONSIBILITIES

### **As Practitioners**

Calvary University staff are expected to lead by example in spiritual growth and maturity and are expected to be engaged in external service or ministry, using their skills and training to benefit the church and the broader community as well. Calvary staff will attend required meetings such as chapels, assemblies, staff meetings, and other special events on campus, will serve on committees as assigned, and will participate in workdays and other service opportunities. Staff are expected to serve in a collegial fashion and in accordance with Biblical,

professional, and ethical principles when dealing with other staff members, faculty, students, administrators, and members of the public.

### **As Mentors, and Disciplers**

Calvary University staff are expected to fully support the mission and process of Calvary University and ground their work in the Biblical worldview to serve as examples to the student body. Staff are expected to work effectively and efficiently, employing best practices and application of appropriate tools and technology.

### **As Department Builders**

Calvary University staff are expected to identify, develop, and maintain strategic partnerships with church and industry partners to help build the department and the greater Calvary community. Staff will participate in the development and evaluation of departmental operations and assessment of processes.

## **IV. REQUIREMENTS**

### **Personal**

Calvary University requires that all employees have a personal faith in Jesus Christ, demonstrate commitment to growth and maturity in Christ, agree unreservedly with Calvary University's statement of faith, and be active in a local church.

### **Interpersonal**

Calvary University staff must demonstrate skill in communicating effectively and integrating into a team environment. Staff must demonstrate functional, organizational, and administrative skills requisite to their areas of responsibility. Staff must demonstrate capacity to build up and encourage colleagues as part of a larger team with a common mission.

### **Professional**

Staff must hold any licenses, certifications, and/or registrations as required by the department area or field and demonstrate capabilities to perform responsibilities confidently, independently, and efficiently.

### **Required Qualifications:**

- A conviction and plan to use one's relationship with Christ to impact the student athletes on the team for discipleship and eternal impact.
- A thorough understanding of and a commitment to NCCAA rules and regulations.

### **Preferred Qualifications:**

- Five years' experience as a successful head or assistant coach at the collegiate level or as a head coach at the high school level.

## **V. ACCOUNTABILITY**

Calvary coaches will report directly to the Athletic Director. Performance will be evaluated annually by the Director, based on the order of priority of responsibilities listed in this job description.

### **SUMMARY OF RESPONSIBILITIES**

#### **General Responsibilities**

The Head Men's Basketball Coach will serve as Men's head coach and administrator of the Calvary University Basketball program.

#### **Specific Responsibilities**

- Develop, manage, and coordinate the college basketball program.
- Mentor student athletes in their relationship with Christ.
- Pursue excellence throughout the entire program.
- Assist the AD with administrative tasks for the entire Athletic Department.
- Administrate the recruiting effort for all sports at CU.

#### **Recruitment Tasks**

- Develop and oversee a successful recruitment program of student athletes for collegiate basketball.
- Identify and recruit highly skilled Christian student athletes that desire to grow in their relationship with Christ.
- Coordinate recruitment activities with the Athletic Director, assistant coach, Admissions, Financial Aid, and other key campus constituents.
- Coordinate the development of recruitment materials.
- Develop a campus visitation program for prospective student athletes and their parents; maintain close communication with prospects and their parents throughout the recruitment process.

#### **Coaching Tasks**

- Disciple student athletes weekly in their personal walk with God.
- Plan, organize, and conduct practices and athletic training programs that will result in a highly competitive basketball program.
- Teach advanced level fundamentals.
- Establish and enforce standards of conduct and behavior for team members.
- Remain current with and utilize successful coaching strategies and techniques.
- Maintain professional development by going to clinics, classes, and seminars.
- Carry out the directions of the Athletic Director and provide services as necessary for faculty, staff, and students.

#### **Academic Tasks**

- Regularly monitor the academic status of each player.
- Develop programs or services to support and encourage academic success.

**Administrative Tasks**

- Ensure compliance with all NCCAA rules by team coaches and players.
- Establish and regularly monitor the budget, including requisitions, travel expenses, and other purchases; ensure compliance with all institution purchasing and budget regulations.
- Carry out office administrative duties that will support each sport (schedules, referees, events, statistics).

**Development Tasks**

- Increase the team's visibility and presence on campus and within the South Kansas City community.
- In conjunction with the Sports Information Director, develop promotional public relation pieces and plan on- and off-campus public relations events and activities.
- Develop and maintain a cooperative working relationship with faculty, staff, and students.
- Develop a close working relationship with the local media.
- Develop a close relationship with high school coaches in the central part of the United States.
- Attend, participate, and support college-wide activities and events; increase team visibility by supporting student-athlete participation in college activities and events.
- Develop relationships with campus student groups and other constituents to increase game attendance.

*Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status.*