



Job Description

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our Women's Basketball Coach and either Assistant Athletic Director and Sports Information Director (SID). 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 [Faculty Application](#) to Calvary University at humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title:	Women's Basketball Coach/Asst AD/SID
Department:	Athletics
FLSA Status:	Full-time, Exempt
Salary:	\$47,000

Job Summary

The Women's Basketball Coach/Assistant Athletic Director/SID is a multiple role that combines the responsibilities of leading or supporting the overall athletic department in various administrative and operational capacities with coaching the women's basketball team.

Job Responsibilities

Women's Basketball Coach

- Lead the women's basketball team in a Christ-centered environment that emphasizes academic excellence, character development, and athletic achievement.
- Recruit and retain talented student-athletes who demonstrate strong academic and spiritual commitment.
- Develop and implement a comprehensive coaching plan that includes game strategy, player development, and team building.
- Collaborate with the athletic department to ensure compliance with NCCAA regulations and university policies.
- Mentor and coach student-athletes to achieve their academic and athletic goals.
- Mentor and develop assistant coaches and other team staff members.
- Manage team budgets, scheduling, travel arrangements, and equipment needs.

Assistant Athletic Director:

- Assist the Athletic Director in overseeing the day-to-day operations of the athletic department.
- Collaborate with other athletic teams and departments to ensure a cohesive and supportive athletic program.
- Oversee maintenance and repairs of athletic facilities, ensuring a clean and safe environment for athletes and spectators. Manage field operations and groundskeeping once fields are available.
- Coordinate all logistical aspects of game day set-up, including equipment placement, facility readiness, and team support.
- Lead initiatives to raise \$10,000 to \$15,000 through strategic fundraising efforts and manage contracts for specific projects as they arise.

Sports Information Director:

- Act as the primary liaison for media relations by writing press releases, conducting interviews, and supplying game notes and statistics.

- Collaborate with the athletic department to promote events through the creation of promotional materials, the design of game programs, and the management of social media accounts.
- Collaborate with the university's marketing department to promote athletic events and teams.
- Maintain accurate and up-to-date records of athletic events, scores, and statistics.
- Support coaches and student-athletes in handling media requests and interviews.
- Oversee game scheduling.
- Manage VLOG.

Shared Responsibilities:

- Collaborate with other coaches and staff members to promote the university's athletic program values of excellence, integrity, and servant leadership.
- Participate in campus-wide events and initiatives that promote Christian values and community engagement.
- Ensure compliance with NCCAA rules and regulations.
- Engage in fundraising efforts to support athletic program growth and development.
- Assist with other athletic events and programs as needed.
- Participate in university-wide initiatives and events that promote the university's mission and values.
- Collaborate with other departments on campus to promote campus-wide events and initiatives.

Job Qualifications

1. Required Qualifications

- Bachelor's degree in a relevant field.
- 3-5+ years of experience as a head coach or assistant coach in a high school, collegiate, or professional setting.
- Strong Christian values and commitment to promoting the university's mission, with a willingness to integrate them into the coaching philosophy.
- Proven track record of success in coaching and recruiting.
- Excellent communication, leadership, and organizational skills.
- Ability to work effectively with students from diverse backgrounds and abilities.
- Ability to work effectively with diverse stakeholders, including students, faculty, staff, alumni, and community leaders.

2. Preferred Qualifications

- Master's degree in a relevant field (e.g., education, sports management).
- Experience as an athletic director or assistant AD.
- National or conference-level coaching experience.
- Familiarity with NCCAA athletics.

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