



WESTMONT

Head Coach, Men's Tennis – Full-time (11 months, January – November)

Department of Athletics

Position Summary: The Head Coach for Men's Tennis is responsible for all aspects of the men's tennis program including administrative, recruiting and fundraising activities.

Requirements:

- Bachelor's degree required. Also requires: prior head coaching experience (any level), or assistant coaching experience at the collegiate level; Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations

Responsibilities include:

- Is directly responsible to the Athletic Director's office which includes the Athletic Director and the Associate Athletic Director.
- Organizes and conducts practice sessions. Ensures proper strength and conditioning program is implemented. Provides written off season plan to players.
- Prepares budget in coordination with the A.D.'s office.
- Orders equipment and supplies following procedure via a purchase order.
- Submits travel and car rental requests. Plans departure time for a safe and timely arrival.
- Prepares schedule and submits to AD and Compliance Coordinator for approval, with special attention to ensuring that student-athletes miss a minimal amount of class time.
- Recruits student-athletes for Men's Tennis.
- Makes athletic scholarship amount recommendations for all Men's Tennis players. Keeps accounting records of all financial aid given to comply with NCAA, PacWest and Westmont College limitations and reporting requirements.
- Provides accurate team roster to the Sports Information Director at the beginning of each season.
- Utilizes ARMS software for maintaining database of recruits, alumni, donors, current team members and other key people.
- In conjunction with the Compliance Coordinator, insures all team members are informed of specific eligibility regulations and counsels them with regard to their responsibility to maintain eligibility.
- Submits check requests for food and lodging, entry fees, recruiting expenses, and officials fees. Submits expense reports for all cash expenditures with receipts.
- Informs Athletic Trainer of practice times and specific needs regarding uniforms and laundry.
- Maintains accurate inventory of supplies and equipment. An inventory should be completed at the end of season and be made available upon request by A.D.
- With the assistance of the Game Day and Events Manager, administers home events including officials, score keepers, statistics, equipment, court preparation, etc.
- Keeps accurate records of Men's Tennis games and reports to SID's office.
- Responsible to know and follow current NCAA and PacWest rules, policies and protocols governing Men's Tennis.

- Ensures all athletes pass a medical examination (coordinated by the ATC) and complete all medical/insurance forms. Works with ATC and team doctor following an injury to receive clearance prior to resuming activity.
- Responsible for the conduct, public image and adherence to the behavioral expectations of student athletes. Informs the AD's office of the violation(s) and disciplinary action taken when violations occur. Ensures that all athletes annually sign the Code of Conduct document.
- Attends PacWest coaches meetings.
- Submits recommendations for all conference, All Americans, academic All Americans and special awards candidates.
- Partners in fundraising efforts in coordination with the Athletics Development Director.
- Promotes the college and the Men's Tennis program in the community and with alumni.
- In conjunction with Admissions, ensures that applicants interested in Men's Tennis are treated professionally and responded to in a timely manner.

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| <ul style="list-style-type: none"> • Provides spiritual leadership to team(s) which is consistent with the Westmont's Christian tradition. The coach plays a significant role in the spiritual development of the student athlete. • It is expected that Westmont's athletic teams represent the quality of the institution. The most objective measure of success is Wins and Losses. Coaches should lead their program with a strong priority of being successful on the court without compromising the College's integrity and overall Christian mission |
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- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as assigned.

Reports to: Director of Athletics

Anticipated Hiring Range: \$55,000 - \$60,000/year*

** The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*