



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 2/24/2025
Revised on: 2/24/2025

Job Title	Salary Schedule	Grade	Job No.
PT Men's Head Tennis Coach	Local		SS8864
Reports To	FLSA Status	Grant Funded	Tenure Track
Athletic Director	Non Exempt	No	No

JOB SUMMARY: The Men's Tennis Head Coach is responsible for leading and developing a competitive men's tennis program at Gadsden State Community College. This role includes recruiting and mentoring student-athletes, organizing practices and competitions, and ensuring academic and athletic success. The coach will manage program operations, including budgeting, scheduling, and fundraising, while fostering community engagement and upholding compliance with institutional and athletic governing bodies. Through leadership and strategic development, the coach will enhance the program's visibility and reputation within the collegiate tennis community.

QUALIFICATIONS:

- ◆ Bachelor's degree requirements from an approved U.S. Department of Education accredited institution **required**
- ◆ Collegiate playing or coaching experience *preferred*
- ◆ Proven successful coaching experience at the high school or collegiate level *preferred*
- ◆ Strong understanding of tennis strategy, training, and competition
- ◆ Ability to work effectively with student-athletes, faculty, administration, and the community
- ◆ Proficiency with Microsoft 365, social media platforms, and sports technology
- ◆ CPR/AED certification is required (Can be obtained within the first 30 days of employment)

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Strong communication and public relations abilities
- ◆ Experience in student-athlete academic support and mentoring
- ◆ Knowledge of video analysis, performance tracking, and recruiting tools

DUTIES:

Coaching & Player Development

- ◆ Lead and develop a competitive men's tennis program
- ◆ Recruit academically and athletically qualified student-athletes
- ◆ Support academic progress and success for team members
- ◆ Stay updated on current coaching strategies, analytics, and technology to enhance player development

Program Administration

- ◆ Maintain accurate records and submit required reports
- ◆ Organize team travel, practice schedules, and competition logistics
- ◆ Manage budgets, equipment, and team operations efficiently
- ◆ Oversee and promote team fundraising initiatives

Community & Public Relations

- ◆ Represent Gadsden State professionally in all recruiting and public-facing events
- ◆ Organize community engagement and service projects to promote team involvement
- ◆ Utilize social media and digital platforms to enhance program visibility and communication
- ◆ Build relationships with high school coaches, clubs, and prospective student-athletes

Compliance & Professional Development

- ◆ Ensure full compliance with ACCC, NJCAA, ITA, and institutional policies
- ◆ Attend Gadsden State, ACCC, and NJCAA meetings and training sessions as required
- ◆ Follow all GSCC institutional policies

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: Frequent standing, walking, and movement across various athletic facilities
- ◆ Manual Dexterity: Ability to handle tennis equipment, operate sports technology, and perform administrative tasks
- ◆ Lifting: Ability to lift and transport equipment, such as tennis bags, training gear, and supplies, up to 50 pounds
- ◆ Communication: Strong verbal communication skills to effectively instruct players, interact with staff, and engage with recruits and the community

Work Environment:

- ◆ Setting: Primarily outdoor work on tennis courts, with occasional indoor administrative tasks in an office or gym setting
- ◆ Travel: Frequent travel required for recruitment, competitions, and conferences
- ◆ Schedule: Flexible schedule, including evenings, weekends, and holidays to accommodate practices, matches, and recruiting events
- ◆ Interaction: Regular engagement with student-athletes, faculty, staff, athletic administrators, and community stakeholders

Reviewed by: Jason Gurley, HR Manager

Employee Name:

Employee Signature

Date