



# Amherst College

## Office of Human Resources

### JOB DESCRIPTION

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Title: Head Coach of Men's & Women's Squash

Department: Athletics Reports to title: Director of Athletics

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: February 10, 2020

Position Grade: \_\_\_\_\_ Regular Daily Work Schedule: \_\_\_\_\_ to \_\_\_\_\_

Pay Type: Weekly \_\_\_\_\_ Monthly X Months Per Year: 12 Hours Per Week: \_\_\_\_\_

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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#### 1. Summary of Position:

The head coach is responsible for the management and administration of all aspects of a successful men & women's squash programs. The head coach will manage the squash programs to ensure competitive performance of team and satisfactory growth and development of student-athletes. The head coach is also responsible for other related duties assigned by the Director of Athletics. The position requires an understanding of the role of intercollegiate athletics in a highly competitive academic environment. Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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#### 2. Principal Duties and Responsibilities:

##### 70% Coaching

- Teaching, analyzing performance, and coaching game techniques and strategies of squash in preparation for and during athletic competitions.
- Establish strong relationships with student-athletes and maintain effective lines of communication.
- Monitor academic progress of squash student-athletes. Understand academic needs, communicate with faculty liaisons, identify any issues that may occur, and provide direction and guidance when necessary.
- Develop student-athletes of character who are committed to fostering a campus environment of respect and inclusion.
- Schedules and conducts regular practice sessions daily or several times weekly during season. Maintains detailed statistics and records, evaluation reports, etc. for each student-athlete. Determines and implements strategy to obtain maximum team level and individual performance.
- Determines competitive event schedule, coordinating with teams both inside and out of the Conference.
- Maintains continual and thorough familiarity with all applicable NESCAC, NCAA, CSA, and college rules and regulations, and complies with same.

##### 20% Recruiting

- Creates a dynamic and inclusive recruiting plan for the squash programs.
- Lead the effort to scout and recruit high-achieving prospective student-athletes from geographically and demographically diverse populations. Coordinates all phases of recruiting activities. Coordinates and organizes potential student-athlete on-campus visits

10% Department responsibilities

- Attend meetings within the department and conference
- Maintains positive relations with alumni and friends groups
- In conjunction with the Office of Advancement, coordinate the program's fundraising activities and the outreach of alumni.
- Hire, supervise, and evaluate assistant coaches
- Manage program budget, travel, and logistics with Department administration
- Performs other duties/functions as requested

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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3. Internal-External Interaction/Communication:

Straightforward operational interactions/communications and collaboration across the College and conference schools.

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4. Education: (include certifications and licenses)

Required: Bachelor's Degree strongly preferred

A valid US driver's license and successful credentialing is required in order to operate College vehicles.

Preferred:

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5. Experience: (List specific skills necessary to perform this job)

Required: Experience playing or coaching squash at the college level

Strong recruiting skills.

Outstanding organizational, communication, writing, interpersonal, and analytical skills and the capacity to work effectively in a fast-paced environment

Ability to initiate, analyze, monitor, evaluate, and advance strategic planning.

Ability to work independently and to exercise sound judgement and discretion.

Demonstrated commitment to supporting the development of student-athletes from varied backgrounds

Ability to work nights, weekends, and other non-traditional schedules

Ability to travel (by car, air, train, bus) domestically and internationally as needed for competitions, recruiting, fundraising events, or professional development

Preferred:

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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Lift, carry, push, and/or pull 20 pounds
  - Repetitive motions including legs, fingers, hands, wrists, and arms
  - Visual – acute concentration/eye-hand coordination
  - Movement including reaching, bending, walking, running, standing, throwing
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7. Decision Making:

Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies

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8. Supervision Exercised/Received:

Minimal supervision received

Supervisory Responsibility: Yes X No \_\_\_\_\_

Number of Employees Supervised: \_\_\_\_\_

