

## Job Description: AVCSS “Director of Coaching”

**Director of Coaching:** Responsible for overseeing and the coordination of all basketball operations related to the AVCSS Basketball Club (AVCSS) recruitment / development / and retention of quality coaches.

### Required duties for the Position of Director of Coaching:

1. Recruit / Interview Qualified Coaches for the Winter / Spring season.
2. Ensure that new and returning coaches are informed on the subject of Club Policies, Coaching Policies, Application process, AVCSS Handbook Information, and any other pertinent information needed for coaches to make a “practical” decision regarding coaching with AVCSS.
3. Method of Selection: All coaching recommendations shall follow the guidelines outlined in the AVCSS Coaching Policies.
4. Set up / Host coaches clinics as needed during the Winter / Spring season.
5. Follow-up: Observe at least 2 practices of any “New” coaches, and offer assistance as needed. Violations should be reported immediately.
6. Coaches Applications / Paperwork shall be delivered to the Club Administrator for processing immediately after final approvals are finalized.
7. All reported coaching concerns shall be delegated to the Director of Coaching for the “initial” discussion with the coach.
8. Method of Dismissal: All coaching dismissals shall follow the guidelines outlined in the AVCSS Coaching Policies.
9. Report any and all concerns, progress, policy violations, etc. to the Club Administrator in a timely manner.

I have read and understand the required duties of the AVCSS “Director of Coaching” as described above.

I accept this position and will perform the required duties to the best of my ability, and always in the best interest of AVCSS.

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(Signature)

\_\_\_\_\_  
(Date)

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(Witnessing Signature)

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(Date)