



## **JOB DESCRIPTION**

**TITLE:** Part-Time Head Coach – Men’s Basketball  
**DEPARTMENT:** Athletics  
**REPORTS TO:** Athletic Director  
**SUPERVISES:** Assistant Coach(s)  
**STATUS:** Part-Time  
**CLASSIFICATION:** Exempt, Contract  
**DATE UPDATED:** May 23, 2025

### **ABOUT VILLA MARIA COLLEGE:**

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is located in Cheektowaga, New York, bordering the City of Buffalo; a metropolitan area known for its affordability, its four seasons, and for being the “City of Good Neighbors”.

### **MISSION STATEMENT:**

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

### **Diversity Equity, Inclusion & Belonging Statement:**

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

### **OUR CORE VALUES:**

*“Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need.”*

### **POSITION SUMMARY:**

The Head Coach position manages all aspects of the men’s basketball program as overseen by the Director of Athletics. The Head Coach works independently but is also responsible for communicating with athletic staff to manage all practice and game preparation and logistics, hiring of assistant coaching staff, season administration, athletic training, travel and recruitment of new players for the program. Recruitment of players is a key aspect of this position.

### **ESSENTIAL RESPONSIBILITIES:**

The candidate must demonstrate a strong professional work ethic and unwavering commitment to the academic success of students and mission of the college. Must be goal oriented, able to motivate teams and collaboration among student team members.

**ESSENTIAL QUALIFICATIONS:**

- Bachelor's degree required.
- Two years of coaching experience is encouraged, with preference given to collegiate level experience.
- Must be able to recruit student-athletes to meet enrollment goals.
- Candidates should have strong interpersonal and leadership skills and ability to recruit quality student-athletes.
- Must be able to work evenings and weekends throughout the season and off-season.
- Must have a current/valid NYS driver's license and an acceptable driving record.

**ESSENTIAL FUNCTIONS:**

- General office environment requires employee to be flexible throughout the day to include hours standing, sitting, and walking (including up and down stairs), lifting and moving up to 25-pound boxes. Typical duties include sitting at a desk, manual dexterity using hands and fingers to use computers and various office equipment. Professional communication is required for frequent contact with others (in person or over phone/email), dealing with interruptions, and various noise levels.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BENEFITS OF WORKING AT VILLA:**

- Retirement plan offering generous employer match
- Health, Dental, Vision, and Life Insurance plans with spouse, domestic partner and dependent coverage available.
- Vacation and sick time package based on length of tenure
- Summer schedule hours (varies based on job duties)
- 13 paid holidays, plus a full week for Winter Break
- Tuition exchange and tuition waiver benefits
- An overall outstanding work culture with an opportunity to make a positive impact on students

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*