



## Classification Description

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**Job Title: Assistant Coach**

**Pay Grade: 22**

**Job Code: 3592**

**FLSA Status: Exempt**

### **Job Purpose**

The Assistant Coach is responsible for assisting in the planning and administering of all aspects of the sports program for which they are assigned and reports directly to the Head Coach. They are responsible for maintaining the integrity of the program, the maintenance of an exemplary student-athlete concept, and the personal development of student-athletes both on and off the court/field, whose behavior reflects favorably upon the College community and the athletics program in particular. The Assistant Coach will follow all rules and regulations pertaining to the program and appropriate governing organizations. This is a limited term position.

### **General Responsibilities**

#### **Essential Functions**

Develops knowledge of and abides by current NJCAA rules and regulations regarding recruiting, eligibility and sport-specific rules concerning practice and playing seasons.

Assists in development and management of a recruiting plan. Corresponds with high school coaches, contacts prospective student-athletes, evaluates talent and meets with prospective students. Maintains statistics on contacts and evaluations.

Maintains knowledge of current sport game rules and changes to those rules as they occur.

Teaches sports techniques, game rules, strategies and game tactics.

Conducts and supervises practices and conditions athletes appropriately to prepare athletes for competition.

Participates in strategies to motivate maximum individual and team athletic performance.

Ensures the highest professional standards and behavior with regard to adherence to NJCAA rules and regulations and other governing organizations.

In collaboration with the Head Coach, monitors academic progress and eligibility status for student-athletes in class and study hall.

## ASSISTANT COACH

Assists with fundraising and promotions to assist in supporting the program. Works with the team to develop community service projects.

Attends all games or events for assigned program. Travels with team to all away games or events. Drives team vehicle to away game or events, as required.

Contributes to the maintenance of good working relationships with all athletics staff members and athletes.

Conducts oneself in an ethical manner during practices and contests and demands appropriate behavior from all team personnel.

Subscribes and adheres to the NJCAA Coaches Code of Conduct.

Other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education; and at least two (2) years of coaching experience at related skill level. Four (4) years of College-level playing experience in respective sport may be substituted for coaching experience.

Demonstrated commitment to teamwork, leadership, decision making and supporting and participating in the overall athletic program, student activities and College events.

CPR and First Aid Certification or ability to obtain certification.

Possession of, or eligible to obtain, a valid Florida Driver's license and the ability to travel independently.

Must be willing to work in a physically demanding position and at times in unfavorable weather.

Ability to work irregular hours including some evenings and weekends.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

## ASSISTANT COACH

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

ASSISTANT COACH

**Work Conditions/Physical Demands/Special Conditions**

Physical: Extensive physical activity. Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. Requires strenuous physical work, heavy lifting, pushing, or pulling required objects up to 50 pounds.

Environmental: Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Work may involve exposure to unusual elements, such as extreme temperatures, inclement weather, dirt, dust, fumes, smoke and/or loud noises.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 11, 2015. Revised: August 6, 2018.