Job Title: Assistant Athletic Coach

JOB SUMMARY

The Assistant Athletic Coach assists the Athletic Coach with coaching technical college students to compete in events according to National Junior College Athletic Association (NJCAA) guidelines.

MAJOR DUTIES

Assists the Athletic Coach in planning and implementing student recruitment activities for the athletic team;
Organizes and conducts individual and small group practice activities/exercises as directed by the Athletic Coach;
Gives feedback regarding strengths and weaknesses in a participant’s performance and identifies areas for further development;
Assists with determining game strategy;
Follows philosophy of athletics consistent with that of the NJCAA program;
Assists the Athletic Coach with supervising athletes during practices and competition;
Teaches precautions/procedures to help students prevent injuries; Follows established procedures in the event of an athlete’s injury;
Assists with team schedule and travel;
Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records;
Distributes equipment, supplies and uniforms to students as directed by the Athletic Coach;
Maintains inventory of all equipment associated with the particular sport in orderly condition and assumes responsibility for its security;
Assists in monitoring academic progress and status of team members and reports results to interested parties;
Monitors and assists in maintaining the discipline and conducts of student athletes to support the image and reputation of the athletics program;
Assists in the scheduling of facilities and conference/non-conference competitive play.

COMPETENCIES

Ability to stand for extended periods of time
Knowledge of the rules, regulations, strategies, and techniques of the sport
Coaching techniques and skills
Ability to establish and maintain effective working relationships
Oral and written communication skills
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<th>MINIMUM QUALIFICATIONS</th>
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<td>A Bachelor’s degree in an appropriate area of specialization <strong>OR</strong> Two (2) years coaching and program specific skills substantiated by training and/or work experience</td>
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