



**Job Title: Assistant Athletic Coach**

**Job Code: 30116**

### **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

## **MINIMUM QUALIFICATIONS**

A Bachelor's degree in an appropriate area of specialization **OR** Two (2) years coaching and program specific skills substantiated by training and/or work experience

## **PREFERRED QUALIFICATIONS**

Preferred qualifications will vary from location to location.