**Job Description**

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| **Job Title:** | Assistant Coach – Women’s Soccer | **Location:** | Christiansen Gymnasium |
| **Department:** | Athletics | **Reports To:** | Head Coach – Women’s Soccer |
| **Division:** | Student Services | **Pay Grade:** | P01 |
| **FLSA Status:** | Exempt |  |  |

**SUMMARY**

Under minimal supervision, this position will assist in teaching student-athletes, managing and directing the assigned sports program in compliance with the philosophies and objectives of the Athletic Department. This position assumes responsibility for and maintains adherence to rules and regulations governing the College and the athletic governing body, as applicable.

# Essential Duties and Responsibilities

This list includes, but is not limited to the following:

* Assists the Head Coach in teaching student-athletes, managing and directing the assigned sports program.
* Teaches sport specific skills, including athletic training, conditioning, methods, and team building in a team setting (practices and games).
* Provides individual, position-specific training to student-athletes, including conditioning, methods and techniques.
* Assists the Head Coach in the preparation and implementation of practice sessions and game strategies.
* Assists in all aspects of the team including sport instruction, strength and conditioning, practicing, competing and scheduling.
* Instructs student-athletes in a classroom type setting, including game preparation, breakdown, reviewing film of opponents and film of the current team; helps athletes understand how to adjust for best performance.
* Assists in recruiting student-athletes in accordance with NIC and athletic governing body rules and regulations through scouting, attending tournaments and home visits.
* In conjunction with the Head Coach and athletic department, represents the sports program to various institutional programs and works externally with the media, government agencies, funding agencies, students, parents, and the general public.
* Assists with supporting the academic success of student-athletes and with monitoring their academic progress and eligibility status. This includes but is not limited to tutoring, grade checks, study halls, and referrals to other resources on campus.
* Maintains professional boundaries with student athletes while being cognizant of and avoiding inappropriate relationships or behaviors.
* Fosters and maintains an environment that is free from any form of harassment, discrimination, or bullying of staff, student athletes, or officials.
* Prioritizes the health and safety of athletes, including mental health, ensuring that training programs and activities are designed to minimize the risk of injury.
* Organizes and maintains accurate inventory and records of sports equipment and uniforms for assigned sports program including issuance and return of all uniforms and athletic equipment issued to student-athletes.
* Acts as primary contact for scheduling of all athletic facilities for assigned sports program.
* Coordinates travel arrangements as directed by Head Coach.
* Coordinates the facility needs of visiting teams.
* Assists with the marketing of their team including social media and community service outreach.
* Assists the administration with alumni relations and scholarship fundraising.
* Responsible for the maintenance of all equipment and uniforms, including all maintenance requests for items to be repaired or replaced and laundering of practice gear and uniforms.
* Assists in maintaining the cleanliness athletics fields, arenas and grounds.
* Assists in general maintenance of all athletic facilities including coordinating with custodial, grounds and maintenance personnel in advance of planned events; reports equipment/facility damage requiring repairs utilizing the maintenance request form.
* Commits to and is responsible for adhering to all rules and regulations set forth for the team, the College and the athletic governing body with the utmost integrity.
* Participates in clinics and other professional enrichment programs to assure professional development.
* Participates in various events promoted by the Athletic Department and the Booster Club.
* Promotes intercollegiate athletics as an integral part of the College.
* Works weekends and evenings and travels overnight as necessary.
* Drives vans used for team travel.
* Maintains a positive, helpful, constructive attitude and work relationship with their supervisor, college staff, students and the community.

**Marginal Duties**

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The following requirements represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**Bachelor’s degree from a four-year college or university, OR an Associate’s degree and minimum two years of related coaching experience required. Related coaching at the college level and/or college playing experience preferred.

**Certificates, Licenses, Registrations**Current CPR/First Aid Certification  
Current valid Driver’s License

**Knowledge, Skills and Abilities**

* Knowledge of sport-specific skills sufficient to instruct student-athletes
* Ability to safely instruct student-athletes in training and conditioning methods
* Ability to teach student-athletes the importance of team building, leadership skills, and time management
* Good written and verbal communication skills, including ability to market and promote the assigned sports program
* Ability to establish and maintain appropriate relationships to facilitate recruitment and coaching of highly talented student-athletes
* Ability to adhere to all policies, rules and regulations of the college and the athletic governing body
* Ability to follow directives and complete tasks as assigned, including multi-tasking in a fast-paced environment
* Ability to apply budgeting and fiscal planning techniques within financial constraints
* Ability to represent the department and NIC in a friendly, courteous and professional manner
* Ability to respond to emergency situations in a timely manner
* Knowledge of and ability to use a personal computer and other office equipment

**Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and to use fingers and hands to keyboard or type and handle materials. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 – 50 pounds.

The employee is frequently exposed to outside weather condition; extreme code and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles or bold borne pathogens. The noise level in the work environment is usually moderate.

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