

# JOB DESCRIPTION



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**Position Title:** Assistant Coach – Women’s Soccer

**Department:** Athletics

**Employment Category:** Coaches

**Primary Location:** Douglas Campus  
On-campus housing provided

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-time; 10 months/year

**Pay Grade:** Assistant Coach CO02

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**Position Summary:** The Assistant Coach for Women’s Soccer is responsible for assisting the Head Soccer Coach in coaching highly competitive NJCAA women’s soccer program, recruiting student athletes, assisting in coordinating practices and activity travel, serving as an on-campus resource to student athletes outside of practice and competitions, and promoting events and activities.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Assists the Head Soccer Coach in planning, directing, and coaching intercollegiate Women’s Soccer program; develops student/athletes’ fullest potential while being regionally competitive and ethically run; ensures NJCAA rules and regulation compliance

Provides quality coaching and instruction to students participating in the women’s soccer program; develops, implements, and teaches related program curriculum as assigned

Assists in the supervision and coordination of women’s soccer events and activities; attends scheduled women’s soccer practices, classes, and all competitions; enforces safety regulations and procedures

Assists with the recruitment of student athletes; supports student athletes in realizing individual, team and academic goals

Assists Head Soccer Coach in providing ongoing oversight of student athlete’s conduct both on and off the field; assists with conflict resolution, development of positive interpersonal relationships including campus integration with other students and faculty

Serves as a resource to student athletes outside of practice and competitions

Attends assigned college, department, and division meetings as required

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Bachelor's degree in related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education  
Three years' experience coaching and/or playing soccer  
Prior college coaching experience preferred  
CPR and First Aid Certification  
Valid driver's license and the ability to obtain clearance to drive college vehicles under the college's insurance policy

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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

Knowledge of and ability to follow college policies and procedures  
Knowledge of intercollegiate Women's Soccer programs  
Knowledge of and skill in use of computers and software applications, specifically Microsoft Office  
Effective organizational, communication, and interpersonal skills  
Ability to relate to a diverse population in a professional and helpful manner  
Ability to organize, prioritize, and follow multiple projects and tasks to completion  
Ability to work in adverse conditions, weekends, and evenings  
Ability to promote a positive atmosphere of teamwork and cooperation both within the College and the community  
Ability to effectively supervise the work of others  
Ability to effectively identify and resolve problems while maintaining confidentiality  
Strong personal work ethic and high level of personal integrity  
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under limited supervision on an athletic field with varying climatic conditions and in a classroom or office setting with appropriate climate control. Travel, early morning, evening, and weekend work is required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Head Soccer Coach

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.