

Inter-Lakes School District Job Description



Title: Assistant Coach	Date: November 30, 2021
Classification: Temporary	Terms of Employment: Seasonal
Reports To: Head Coach, Athletic Director	Supervises: Athletes, Volunteers

QUALIFICATIONS:

1. Valid CPR / First Aid certification;
2. Previous coaching experience preferred.

JOB OBJECTIVE:

The Assistant Coach will support the Head Coach in all areas of team management and assist with administrative tasks. The Assistant Coach's responsibilities include, but are not limited to, overseeing all team activities, supervising games and training sessions, assisting with recruitment, and maintaining records.

ESSENTIAL JOB FUNCTIONS*:

- Organizes sports events and schedules practice sessions.
- Prepares and maintains training equipment and facilities.
- Assists with the recruitment of students for the program.
- Monitors and evaluates team performance.
- Maintains records of students, training sessions, games, performance statistics, and equipment.
- Facilitates and supervises training sessions and individual workouts.
- Builds a positive team environment.
- Fulfills other duties as assigned by the Head Coach.

TRAINING REQUIREMENTS

- NFHS Concussions in Sports online course (every 2 years)
- NFHS Heat Acclimatization online course
- School District required trainings (Preventing Workplace Harassment, Bullying and Cyberbullying Prevention for Schools, Suicide Prevention)

SKILLS

- Excellent communication and interpersonal skills;
- Outstanding organizational skills.

WORKING CONDITIONS:

Primary setting may include a variety in or out of doors environments based on the sporting event. Daily walking, sitting, standing, bending and lifting may be necessary.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**