**Assistant Coach / Athletic Program Assistant  
Athletics**

**Salary Grade/CUPA Comparison**

To be completed by HRS

**Reports To**Head Coach / Athletic Director

**Date**  
TBA

**JOB DESCRIPTION**

**Summary/Objective of Position**

The Assistant Coach / Athletic Program Assistant supports the head coach in all aspects of an intercollegiate athletic program while also assisting with the daily operations of related athletic facilities. Coaching is considered a form of teaching and is the primary responsibility of this position. Additional responsibilities include administrative tasks, facility coordination, recruiting, and community engagement, all of which contribute to the success of the athletic program and department.

**Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**1. Coaching & Student-Athlete Development**

* Assist in coaching and instructing student-athletes with a focus on skill development, strategy, teamwork, and sportsmanship.
* Support the planning and implementation of training sessions, practices, and team meetings.
* Provide feedback and support to enhance individual and team performance.
* Promote academic achievement and personal development of student-athletes.
* Assist in the evaluation and recruitment of prospective student-athletes.

**2. Game/Competition Preparation**

* Assist with strategic planning and preparation for competitions.
* Help develop game plans, lineups, and performance analysis.
* Travel with the team to provide coaching support during competitions.

**3. Facility Support & Operations**

* Assist in the daily operations of the assigned sport’s facility, including scheduling, equipment care, and general upkeep.
* Support event coordination such as camps, clinics, or department-sponsored activities.
* Ensure safe and efficient use of athletic facilities in accordance with college policies.

**4. Recruiting & Community Relations**

* Assist in identifying and recruiting student-athletes who align with the college's mission and program goals.
* Build relationships with local schools, clubs, and organizations to increase program visibility.
* Participate in community events, fundraising initiatives, and alumni engagement efforts.

**5. Administrative Responsibilities**

* Support team travel logistics, budget tracking, and documentation for compliance.
* Maintain records of training schedules, performance metrics, and recruiting activities.
* Assist the head coach in developing and enforcing team policies and procedures.

**Competencies**

1. Coaching and Instructional Skills
2. Strategy Development and Player Growth
3. Recruitment and Talent Evaluation
4. Communication and Leadership
5. Program Administration
6. Facility and Event Coordination
7. Community Engagement and Outreach
8. Athletic Governance and Compliance

**Supervisory Responsibility**

This position has supervisory responsibilities. Yes No

**Work Environment**

This role involves work in both indoor and outdoor environments, including athletic facilities, offices, and travel venues. Evening, weekend, and holiday hours may be required based on the athletic schedule.

**Physical Demands**

* Standing, walking, and physical activity are frequently required.
* Must be able to lift and transport equipment up to 25 lbs.
* Participation in physical demonstrations and training activities may be expected.

**Position Type/Expected Hours of Work**

This is a full-time, year-round position with flexible scheduling to accommodate team and facility needs.

**Travel**

Travel is required for competitions, recruiting, and professional development events.

**Required Education and Experience**

1. Bachelor’s degree in a related field.
2. Experience coaching at the collegiate or competitive level.
3. Strong understanding of rules, techniques, and team strategies.
4. Organizational, leadership, and communication skills.
5. Familiarity with applicable athletic regulations (e.g., NAIA/NCAA/NJCAA).

**Preferred Education and Experience**

1. Master’s degree in a related field.
2. CPR and First Aid certification (or willingness to obtain).
3. Background in Fundraising or community engagement.

**Additional Eligibility Qualifications**

None required for this position.

**EEO Statement**

LC State is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

**Other Duties**

This role may include additional responsibilities supporting student recruitment, retention, and other institutional priorities.

**Opportunities for Additional Compensation**  
Assistant Coaches may be eligible to teach 1-credit activity courses offered through academic divisions, contingent upon course availability, institutional approval, and subject-matter expertise. These assignments are compensated separately at institutionally defined instructional rates and offer an opportunity to engage with the broader student body beyond intercollegiate athletics.

Please note this job description is not designed 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. 

**Technology System Access (Ex: Colleague and list official “role” in colleague, Canvas, e-mail, etc.)**

**Shared Drive Folder Access (Ex: division shared drive folder name, etc.)**

**Signatures**

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**Employee Signature** Date  
*(Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.)*

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**Supervisor Signature** Date

*Please send back to* [*hr@lcsc.edu*](mailto:hr@lcsc.edu)):