

Title: Assistant Coach: Archery
Department: Athletics
Reports to: Head Coach: Archery
FLSA Status: Salary

Characteristics of Job:

The responsibilities of the Assistant Archery Coach are to assist the Head Archery Coach in conducting all aspects of the archery program within the philosophy and guidelines set forth by Union Commonwealth University, Midsouth Conference and USA Archery. The Assistant Archery Coach will report directly to the Head Archery Coach and perform all duties assigned including:

Examples of Duties and Responsibilities:

- Assist in meeting the assigned recruiting goals for each year.
- Assist in monitoring the academic progress of student athletes in the Archery program.
- Assist budget, supplies, equipment and inventory.
- Comply with all policies of Union Commonwealth University and the Department of Athletics.
- Assist in monitoring the social behavior of all student-athletes in the Archery program.
- Assist with implementation of team and individual practices/development programs.
- Assist in providing a program that is complimentary to the mission of Union Commonwealth University.
- Perform all travel associated/required with student-athlete recruiting and day-to-day operation of the Archery program.
- Assist the Head Archery Coach with marketing and promotions materials.
- Assist in all fundraising and camp functions involved in the Archery program.
- Participate in community and campus life opportunities.
- Perform all other duties as assigned by the Head Archery Coach.
- Job responsibilities include driving on University business for your department whether the frequency is daily, weekly, monthly, or occasionally.
- Assist in planning, scheduling, and conducting practices.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university.
- Valid Driver's License
- Previous demonstrated playing experience in Archery; previous coaching experience preferred at the collegiate level preferred.
- Basic understanding of archery and bow technology.

Additional Requirements:

- Background check required

Typical Working Conditions and Unique Physical Requirements:

- Noise levels is generally quiet to moderate

- Regularly required to speak and hear
- Frequently required to stand, walk, and sit for extended periods of time over various terrains
- Frequently required to reach with hands and arms, bend, stoop, kneel, or crouch
- Recurrent climbing of interior and exterior stairs
- Vision capability required but not limited to distance, peripheral and low light
- May be required to lift or carry items weighing up to 50lbs

The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded, as excluding assignment of others not mentioned which are of similar kind or quality.

Union Commonwealth University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, ancestry or veteran status. Reasonable accommodations are provided upon request.
