

UNION

COMMONWEALTH UNIVERSITY

Title: Assistant Coach: Women's Soccer
Department: Athletics
Reports to: Head Coach: Women's Soccer
FLSA Status: Salary, Exempt

Characteristics of Job:

The responsibilities of the Assistant Coach: Women's Soccer are to assist with all aspects of the program within the philosophy and guidelines set forth by Union College, the NAIA, and the Appalachian Athletic Conference. The expectations of the assistant coach include but are not limited to: commitment to the mission of **Union Commonwealth University**, assist with meeting the established recruiting and retention goals set by the institution, assist with scheduling and conducting of practices, assist with budget oversight, travel planning, **fundraising**, and completion of other duties as assigned by the Head Coach: Women's Soccer.

Examples of Duties and Responsibilities:

1. Team/Individual Instructions 70%
 - a. Assist with implementation team and individual practices/development programs.
 - Assist with team practice sessions
 - Assist with team film sessions
 - Assist with or direct team conditioning sessions
 - Assist with or direct individual development workout and/or film sessions
 - Assist with or direct individual conditioning sessions
2. Assist in recruiting and maintaining the assigned roster size for each year. 25%
 - a. Recruiting is art of attracting, engaging, assessing, and onboarding talent for the Women's Soccer program.
3. Other Responsibilities 5%
 - a. Comply with all policies of **Union Commonwealth University** and the Department of Athletics.
 - b. Assist with monitoring the academic progress of student athletes in the Women's Soccer program.
 - c. Assist with budget oversight for the Women's Soccer program.
 - d. Assist with monitoring the social behavior of all coaches and student-athletes in the Women's Soccer program.
 - e. Perform all travel associated with student-athlete recruiting and day-to-day operation of the Women's Soccer program.
 - f. Participate in community and campus life opportunities.
 - g. Assist the Head Coach: Women's Soccer & Director of Sports Communications with marketing and promotions materials.
 - h. Assist with retaining and graduating a satisfactory number of recruited student athletes.
 - i. Assist with providing a program that is complimentary to the mission of Union College.
 - j. Perform duties as assigned by the Head Coach: Women's Soccer.
 - k. Job responsibilities include driving on college business for your department whether the frequency is daily, weekly, monthly, or occasionally.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university required
- Valid Driver's License
- Minimum 3-5 years of soccer playing or coaching experience; College experience preferred

Additional Requirements:

- Background check required

Typical Working Conditions and Unique Physical Requirements:

- Work is performed in a typical interior office, gymnasium environment, and outside in all conditions and weather
- Noise level is usually moderate
- Visits other off-campus facilities
- Transport students in automobile
- Regularly required to use hands to finger, handle, or feel and talk or hear
- Frequently required to stand; walk and sit
- Occasionally required to reach with hands and arms and stoop, kneel, or crouch
- Frequently lift and/or move up to 75 pounds when transporting team equipment
- Ability to lift 100 pounds which is required in aiding athletes off the court or field
- May require physical effort in climbing stairs
- No or very limited exposure to physical risk

The statements in this description are intended to describe the general nature and level of work being performed by people assigned to this classification. Examples of duties or responsibilities are not be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be construed as limiting the appointing authority's ability to add to, or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as 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, and gender identity, ancestry or veteran status. Reasonable accommodations are provided upon request.