

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

ASSISTANT COACH

FLSA STATUS: EXEMPT - PAY GRADE: 15 - C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Assistant Coach provides coaching and instruction to an intercollegiate athletic team of the College. An Assistant Coach recruits new student athletes and facilitates training and practice activities to teach skills to team members. This position provides support to the Head Coach in maintaining and controlling the use of equipment and facilities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides coaching in intercollegiate competition in the capacity of Assistant Coach in a sport. Develops itineraries, calendars, and schedules and maintains appropriate records of individual and team statistics and records.

Facilitates conditioning and weight training and practice activities for the team(s). Scouts opponents when appropriate and teaches skills and strategies to student athletes in practice, for use in intercollegiate competition.

Assists with department participation in collegewide recruitment events. Recruits student athletes for the College team(s).

Controls the use of athletic facilities and maintains and controls equipment assigned for team use. Assists with any required set up and tear down of equipment.

Monitors and supports maintenance of appropriate team conduct during competition, travel, and at any other times when the team is representing the College.

Monitors the academic progress of team members, and makes recommendations to the Head Coach to arrange for appropriate guidance and/or assistance to contribute to the academic success of student athletes.

Maintains a positive informational relationship with external media representatives, and provides positive support for the College's sports information efforts. Prepares media content such as photographs, videos, and/or graphics.

Maintains awareness of and ensures personal and team compliance with all relevant FCSAA and NJCAA rules and regulations.

Drives college vehicles to and from team activities, or arranges for qualified drivers, as appropriate.

Attends staff meetings and various other meetings as assigned.

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Perform other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Head Coach and from the Director of Athletics.

SUPERVISION EXERCISED

Supervises student athletes in practice and in intercollegiate activities; supervises student employees as assigned.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited institution supplemented by two (2) years of related coaching experience or as a participating athlete in intercollegiate competition.

PREFERRED QUALIFICATIONS

Bachelor's degree in sports management, physical education, health, or related field from an accredited institution supplemented by four (4) years of related coaching experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands require sufficient strength to accomplish assigned duties including some heavy lifting, carrying, pushing and pulling up to 100 lbs.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

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Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery. Positions in this class typically require: climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with moderate exposure to adverse environmental conditions (e.g., dirt, heat, cold, rain, fumes). Moderate level of exposure to challenging behaviors, imminent danger, threatening environment.

Effective: 8/00

Revised: 7/19; 7/11/23