



Job Description

Job Title: Assistant Men's Soccer Coach		Division/Department: Athletics
Reports to: Head Men's Soccer Coach		Position #: #312
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40 hours

POSITION SUMMARY: Supervise and manage the day to day operations of the athletic teams, both Varsity and Reserve including teaching, coaching, and fund-raising activities; provide leadership and support for the vision and strategies of the head coach. Serve as weight training coach for the teams. Serve as coach of Reserve team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruitment:

- Negotiate scholarship offer to prospects
- Coordinate and oversee the recruitment of student-athletes
- Prepare and distribute recruiting information
- Attend off-campus games for the purpose of evaluation and contact.
- Coordinate mailing of recruitment materials to prospective student-athletes; maintain computerized "master" recruit list.
- Make phone contact with prospective student-athletes when appropriate.
- Plan campus visits with prospective student-athletes and their parents.
- Recruit student-athletes that fit the mission of MACU and who excel on the soccer field.

Coaching

- Scout future opponents by film, watching games, and/or telephone reports.
- Retrieve video tapes of future opponents
- Develop scouting reports on future opponents.
- Provide consultation and expert advice to head coach and team members.
- Prepare, plan, conduct, and evaluate practice sessions, as directed. Teach individuals and groups of player specific tasks and skills before, during and after practice, during season and off-season.
- Teach player-to-player defense and offense, as requested. Teach progressions and drills during daily practice time.
- Serve as weight-training coach on or off campus.
- Serve as mentor to athletes, helping resolve academic and non-academic issues.
- Be available to coaches and players before, during and after practices, games, and events
- Be responsible for all game tape exchange to individual, colleges and national organizations.

Teaching

- Teach advanced level skills and game strategies.
- Teach varsity sport(s) class for academic credit

Team Administration

- a. Administer travel arrangements for team, including hotel accommodations, vans/cars, MACU vans, airline travel reservations, prepare check requests for team travel, meals, hotels, etc., collect and tabulate all receipts, return receipts/cash to cashier's office following each trip; schedule practice/shoot around times for road games.

- b. Supervise and assign responsibilities to team managers and graduate assistants.
- c. Maintain equipment inventory and oversee distribution to athletes.
- d. Follow MACU procedures in handling any monies that flow through the athletic program.
- e. Coordinate all enrollment activities of student-athletes.
- f. Coordinate and provide tutorial and academic support during study hall for student-athletes; monitor academic progress; intervene as necessary.
- g. Coordinate all pre-game/practice set up with the Athletic Director and Sports Information Director, including the opening and closing of athletic facilities.
- h. Serve as event host for visiting team: meet visiting team upon arrival and assist them with directions and special needs.
- i. Coordinate team uniforms/practice gear and other supplies for each road trip.
- j. Administer and assign day to day team responsibilities while on road trips.
- k. Plan long and short term team objectives under the leadership of the head coach.
- l. Establish requirements for team members in terms of academic and athletic progress
- m. Coordinate recruiting efforts with the Office of Admissions.
- n. Coordinate scholarships with the Office of Financial Aid.

Campus/Community Communication:

- o. Interact with various campus offices, departments, as well as individual faculty and staff members.
- p. Maintain effective and open communication with MACU faculty; inform faculty of required student-athlete absences; monitor academic progress; in coordination with faculty, develop academic improvement strategies for athletes.
- q. Serve as guest speaker at public events on behalf of MACU Athletics when asked.
- r. Recommend policies and procedures for student-athlete handbook
- s. Serve in a leadership role and promote participation in community service activities by student athletes.
- t. Assist in formulation of team and department fundraising activities and promotional events.
- u. Coordinate community service and MACU athletics-to-school programs.
- v. Administer day to day operations and staff of summer athletic camps and other "reach out" programs for school-age-children, as directed by the head coach.

Other duties, as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree (B. A.) required; prior collegiate or high school coaching experience preferred. Prior teaching experience preferred. Prior experience with a successful high school or collegiate soccer program required.

OTHER SKILLS AND ABILITIES:

Excellent teaching skills, including weight training and game skills and strategies; Excellent writing skills; Excellent oral communications skills using clear, correct, and effective communication using the English language; Excellent computer skills, with proficiency in Windows, Word and Excel; Excellent problem solving abilities; Excellent leadership and management skills

PHYSICAL DEMANDS:

Must be able to frequently lift and carry heavy equipment and supplies weighing 40 pounds or more. Must be able to bend, stoop, and reach and be able to demonstrate required soccer skills. Manual dexterity to efficiently operate a computer keyboard and other business machines. Near vision sufficient to read written communications and computer display screens. Adequate hearing to communicate effectively in person and by phone.

WORK ENVIRONMENT:

Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings or off campus. Standard office hours are 8:00am to 5:00pm, however, frequent attendance at evening and weekend games, practices, and events is required. Off-campus, state, and regional travel is required. Incumbent will be exposed to frequent noise caused by team practice, crowd noise, telephones, and office machines.