Amherst College
Office of Human Resources

JOB DESCRIPTION

Title:  Assistant Coach of Field Hockey (Casual, No Benefits)

Department:  Athletics  Reports to title:  Head Coach of Field Hockey

Full Time:  ________  Part Time:  X  ________  Date Prepared:  February 18, 2019

Position Grade: Salary  TBA

Regular Daily Work Schedule:  ________ to  ________

Pay Type:  Weekly  ________  Monthly  X  ________

Months Per Year:  4  ________  Hours Per Week:  35-40

August 1 – November 30

(Summer Months)  Months Per Year:  ________  Hours Per Week:  ________

1. **Summary of Position:** The assistant coach will assist the head coach in all aspects of a highly competitive NCAA Division III field hockey program. The position will include responsibilities such as recruiting correspondence and evaluations, daily operations, practice planning, coaching, scouting, player development and various other administrative tasks as assigned by the head coach. The position requires an understanding of the role of intercollegiate athletics in a highly competitive academic environment. Requires night and weekend work, and overnight travel to away games and recruiting tournaments. The assistant coach takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. **Principal Duties and Responsibilities:**

40% Coaching

- Assist with in-season coaching and teaching to develop student-athletes’ skill, conceptual understanding and teamwork
- Assists in practice planning and player development
- Actively involved in scouting of opponents
- Actively involved in film breakdown for scouting and player development

40% Recruiting

- Coordinator of recruiting correspondence and database management
- Organizer of recruiting tournaments for efficient evaluation of talent
- Helps coordinate and organize student-athlete on-campus visits

20% Program responsibilities

- Compliance with College, NESCAC, and NCAA rules and regulations
- Perform any and all other related duties as assigned or directed by the head coach

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.
3. **Internal-External Interaction/Communication:**
Straightforward operational interactions/communications and collaboration across the College and conference schools.

4. **Education:** (include certifications and licenses)
   - **Required:**
     - Bachelor’s Degree
     - A valid driver’s license and successful credentialing is required in order to operate College vehicles.
   - **Preferred:**

5. **Experience:** (List specific skills necessary to perform this job)
   - **Required:**
     - Collegiate playing and/or coaching experience preferred
   - **Preferred:**

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)
   - Repetitive motions including arms, legs, hands, feet, wrists, fingers
   - Movement including bending, walking, crouching, and standing
   - Visual – close concentration
   - Lift, carry, pull and push up to 20 pounds

7. **Decision Making:**
Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies

8. **Supervision Exercised/Received:**

   Supervisory Responsibility:  Yes _____  No  X _____

   Number of Employees Supervised: ________