



Amherst College

Office of Human Resources

JOB DESCRIPTION

Title: Assistant Coach of Men's and Women's Swimming (No Benefits)

Department: Athletics Reports to title: Head Coach of Swimming

Full Time: X Part Time: _____ Date Prepared: August 26, 2019

Position Grade: _____ Regular Daily Work Schedule: _____ to _____

Pay Type: Weekly _____ Monthly X Months Per Year: 12 Hours Per Week: 40

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

1. **Summary of Position:** The successful candidate will assist the head coach in all aspects of a highly competitive NCAA Division III swimming and diving program. The applicant will be primarily involved in on-deck coaching, recruiting, meet management, dry land training 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. 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:

60% Coaching

- ❖ Assist with coaching strategies and teaching methods to develop student-athletes' skill and teamwork
- ❖ Analyze performance of teams and individuals and provide leadership and instruction
- ❖ Evaluate opponents and develop meet strategies
- ❖ Assist in pre-season, in-season, and post-season training and practice planning

30% Recruiting

- ❖ Participates in scouting and recruits prospective student-athletes
- ❖ Helps monitor the progress of prospective student-athletes application process
- ❖ Helps coordinate and organize potential student-athlete on-campus visits

10% Program responsibilities

- ❖ Compliance with College, NESAC, 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:

Lifeguard certification but not necessary

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
 - ❖ Movement including swimming, walking, standing, running, jumping
 - ❖ Visual – close concentration
 - ❖ Hazardous materials – exposure to pool chemicals
 - ❖ Requires night and weekend work, and overnight travel to away meets and tournaments
 - ❖ Must be able to lift, carry, pull, and push up to 20 pounds
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7. Decision Making:

Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies

8. Supervision Exercised/Received:

Minimal supervision received from Head Coach of Swim

Supervisory Responsibility: Yes _____ No _____

Number of Employees Supervised: _____

