



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Second Assistant Coach for Women's Lacrosse (Casual Position, No Benefits)

Department: Athletics Reports to title: Head Coach of Women's Lacrosse

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

Job Group and Level: NA Regular Daily Work Schedule: _____ to _____

Pay Type: Weekly _____ Monthly X Months Per Year: 10 Hours Per Week: 40

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

1. **Summary of Position:** The position will assist the head coach in all aspects of a highly competitive NCAA Division III lacrosse 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 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

- ❖ Assists 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

- ❖ Coordinate recruiting correspondence and database management
- ❖ Organize recruiting tournaments for efficient evaluation of talent
- ❖ Assists with the coordination and organization of student-athlete on-campus visits

15% Program responsibilities

- ❖ Ensures compliance with College, NESCAC, and NCAA rules and regulations

5% 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

Excellent interpersonal and written communication skills

Strong organizational and time management skills

Knowledge of recruiting student-athletes

Knowledge of technology and social media

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, running, jumping and standing
 - ❖ Exposure to outdoor elements including exposure to fluctuation in temperature and weather conditions
 - ❖ Visual – close concentration
 - ❖ 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 the Head Coach of Cross Country

Supervisory Responsibility: Yes _____ No X_____

Number of Employees Supervised: _____

