

## ASSISTANT COACH/VOLUNTEER JOB DESCRIPTION

**TITLE:** Assistant Coach/Volunteer  
**DEPARTMENT:** Athletics  
**SPORT:** \_\_\_\_\_  
**COMPENSATION RATE:** \_\_\_\_\_  
**REPORTS TO:** \_\_\_\_\_

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### **MISSION STATEMENT:**

*Develop a culture of champions athletically, academically, and within the community.*

All coaches are expected to exemplify the mission statement of Altoona Athletics at all times, and to act as role models and ambassadors for the Altoona Athletics Program and the School District of Altoona.

### **Responsibilities:**

*The following duties are primarily performed and which are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.*

- Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- Display loyalty to the Head Coach.
- Assume supervising control over all athletes in program when such control is needed.
- Assist Head Coach for any special needs, i.e., awards night, parent meetings.
- Make suggestions and recommendations that will help the program.
- Apply and enforce student discipline during athletic contests, and encourage sportsmanlike conduct in all phases of athletic participation.
- Attend pre-season organizational meetings as assigned by coach.
- Participate in professional development and become current to new coaching strategies.
- Assist in the organization and execution of home events, including postseason events hosted by the School District of Altoona.
- Be familiar with and adhere to school board policies, particularly those governing student nondiscrimination, anti-harassment, bullying, mandatory reporting, student record confidentiality, and other pertinent school board policies.
- Assist in the enforcement of the athletic code of conduct;

- Be prepared and willing to serve as head coach in the absence of the head coach for any reason.

**Preferred Qualifications:**

**Education/Certification:**

Valid teaching certificate or prior coaching experience and NFHS Certification  
CPR/First Aid Certification

**Special Knowledge/Skills:**

Must have experience or a desire to work in a diverse school district  
General knowledge of coaching techniques and procedures  
Knowledge of WIAA/Conference rules  
Demonstrated ability to instruct, lead and supervise student athletes  
Excellent organizational, communication and interpersonal skills

**Experience:**

Prior coaching experience is preferred.