



POSITION DESCRIPTION FORM (PDF)

Casual Part-time Support Staff

Position Title: Assistant Coach

Position Number: [Click here to enter text.](#) **Pay Band:** 8

Reports To: Head Coach

Appointment Type: Other-details at right.
schedule

“Other” Hours Details: Varies based on sport season

Scheduled Weekly (maximum 24 hours per week): [Click here to enter text.](#)

PDF Completed By (Manager Name): Greg Jefford

Effective Date: June 14, 2019 **Last Revision:** (HR housekeeping only)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

Summarize the overall purpose of the position and why it is necessary within the organization. The summary should be a concise description (rarely more than two or three sentences) of the total position and should include only the most significant aspects of why the position exists in terms of its goal and objectives and its purpose in the College.

Reporting to the Head Coach and receiving functional guidance from the Athletics Coordinator, the Assistant Coach is responsible for duties assisting with the identified varsity sport program and our athletes.

PART ONE: *(continued)*

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	<ul style="list-style-type: none">Supporting the Head Coach with overall program plan for the identified sports teamTechnical, tactical, physical and psychological preparation of the team and athletes	50%
2	<ul style="list-style-type: none">Identification of quality student athletesProvide support to the student-athletes in their pursuit of education and athletic goalsCompliance with Fleming, OCAA and CCAA regulations	35%
3	<ul style="list-style-type: none">Fundraising and promotion of the program	10%
4	Other Duties As Assigned <i>(do not amend this section)</i>	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Secondary School Completion

Field(s) of Study:

Other Vocational Certifications and/or Apprenticeships:

Minimum National Coaching Certification Program (NCCP), Learn to Train Certified or equivalent

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than one year up to three years.

Additional Skills & Abilities:

Interpersonal and Communication Skills, Motivational abilities, Commitment to fair play, Association to local club systems and high schools an asset