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# Example of Assistant Coach Job Description

Our growing company is hiring for an assistant coach. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant coach

* Assists in team coaching and individual player development
* Assists in the coordination of team and individual travel for the purpose of team competition and player recruitment
* Assists in preparation and implementation of both camps and adult clinics
* Assists in the game day management
* Assists in scouting and video preparation to prepare team for competition
* Assists in monitoring academic, social, and personal development of women’s volleyball student-athletes
* Develops and maintains effective relationships and communications with students, colleagues, faculty, staff, alumni, parents, and general public
* Makes financial reports for all JV trips away from home where money has been advanced and keeps accurate records when expenses are to be repaid
* Attend all Pacific Athletic Department Coaches Meetings
* Functions as a team player within the department and shares the vision for the future of the Volleyball Program and Athletic Department as outlined by Athletics Strategic Plan

## Qualifications for assistant coach

* Experience in cheerleading coaching/participation at the collegiate level
* Experience in judging cheerleading competition and/or in selecting a squad of various styles and abilities preferred
* Collegiate or high school archery coaching experience preferred
* Must have experience working with office equipment, computer, printer, fax machine, projectors, video camera
* Must be familiar with conducting research on the Web, creating travel arrangements online
* A minimum of three years of women’s basketball coaching experience at the collegiate level