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# Example of Athletic Coach Job Description

Our innovative and growing company is searching for experienced candidates for the position of athletic coach. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for athletic coach

* Major Athletic Administration duties as assigned
* Manage one major aspect of Athletic Department Administration (as assigned) such as team travel, officials assigning, Sports Center staff supervision, Sports Center reservation and rental agreements, transportation, home game management, facilities upkeep, athletic team schedules
* Identify, recruit, retain and develop student-athletes who are fits for the program and university, academically and athletically
* Monitor and proactively provide support toward academic success of student-athletes
* Develop and execute training and competition plans for student-athletes within assigned event groups
* Oversee daily practices for any and all designated training groups during cross country, indoor, and outdoor seasons
* Collaborate with strength & conditioning staff to develop appropriate weight training program for maximizing student-athlete health and performance
* Assist in planning and implementation of travel arrangements
* Execute all purchasing of equipment and travel related expenses within budgetary guidelines of program
* Manage fundraising and designated aspects of competition and event hosting/camp/clinic operations, at the direction of the head coach

## Qualifications for athletic coach

* Organizational and planning skills to ensure that processes and procedures are implemented in accordance with established timelines
* The position requires knowledge of NCAA rules and regulations, specifically with academics
* Experience with an athletic team at a competitive level
* Previous experience with Tennis, playing or coaching
* 1 year of coaching experience is desired, but not required
* Have a minimum of three (3) years coaching experience