



Title: Assistant Coach - Women's Flag Football

Date: August 2023

Employment Status: Part-Time, nine-month, stipend position

Salary: \$10,000 annually

Reports to: Head Flag Football Coach

Job Summary: Under general direction of the Head Coach, performs a wide range of difficult-to-complex coaching and administrative activities related to the development and implementation of a competitive collegiate program. This includes but is not limited to assisting the head coach in all phases of the program in compliance with the mission of the college and NAIA rules and regulations.

Duties and Responsibilities include but are not limited to:

- Instruct and supervise strength training program
- Supervise pre-season and post-season conditioning workouts and individual player workouts
- Be knowledgeable and responsible for prevention of injuries in the weight room and practice field
- Scout opponents and assist in game planning
- Instruct using video analysis
- Assist in practice planning as well as practice/game day instruction
- Travel to all home and away games and assist in all duties including possibility of driving a college vehicle
- Assist in field preparation and field maintenance
- Compile and record statistics at both practice and in-game reports
- Monitor student workers who launder uniforms and practice clothes
- Monitor occasional study tables and assist the head coach with class registration advising.
- Assist with securing travel arrangements for recruiting and competition

Knowledge, Skills, and Abilities:

Possess the knowledge of principles and practices of women's sports as they apply to a college setting. This includes supervision, communication, time management, public relations, program planning, budget development, facility management, equipment management, office procedures, and business operations.



Candidates must be skilled in communicating effectively--both verbally and in writing--with a diverse range of audiences and settings. Effective communication skills include handling emotional situations well along with more traditional skills such as word processing, computer skills, financial aptitude, and the ability to work well with both internal and external constituents.

Possession of a valid Missouri motor vehicle operator's license (Class E) and willingness to use personal vehicle in the course of employment if a college vehicle is unavailable.

Applicants should be open-minded with a willingness to learn new techniques and theories and be fully committed to professional development. Candidates need to display strong motivational, leadership, and problem-solving skills.

Applicants should have a solid foundation in the weight room. Applicants need to have the desire and ability to lead and construct a year-round fitness program for a highly competitive NAIA flag football program.

Credentials and Experience:

Bachelor's degree in Physical Education, Sports Administration, or related fields from an accredited college or university is preferred.

At least three years of related football coaching experience and recruiting, including a working familiarity with the rules and regulations of the NAIA.

Collegiate playing experience is preferred.

Must possess or acquire a valid Missouri driver's license (Class E)

Commitment to education of women a single-sex institution, and the advancement of women in a collegiate sports program.