

**FACULTY STUDENT ASSOCIATION OF  
TOMPKINS CORTLAND COMMUNITY COLLEGE  
COACH**

**POSITION TITLE**

Assistant Coach

**GRADE**

Coach

**PAGE**

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**ORGANIZATIONAL UNIT**

Athletics/Recreation

**REPORTS TO**

Head Coach

**APPROVED BY**

FSA Board of Directors

February 11, 2021

**SUMMARY**

The Faculty Student Association of Tompkins Cortland Community College invites applications for the position of Assistant Coach. This is seasonal employment, per individual contract. Flexible schedule to meet department needs. Some evening, weekends, and extended hours will be required. Ability and willingness to travel on short notice to all on and off- campus sites as needed by the College.

**NATURE AND SCOPE**

- Recruiting and maintaining the appropriate number of student athletes to compete at the highest level within the sport. Recruiting includes getting out to games throughout the year, attending showcases, accessing and being active on web-based services, effectively scouting and evaluating talent, establishing relationships with recruits and maintaining appropriate contact throughout the entire process with a goal of getting them to sign an LOI.
- Establish and maintain relationships with wide-variety of high school and club coaches.
- Fostering an environment that supports and encourages each student-athlete to graduate in a timely fashion while providing a meaningful co-curricular experience.
- Developing and maintaining a competitive won/loss record of at least .500 in your division and qualifying the team for the Region III Tournament.
- Developing and maintaining the skill, discipline and integrity of team during games and practice.
- Statistical reporting and public relations including, but not limited to updating administration with every score and game highlight after each game.
- Knowing and adhering to the athletic policies and protocol of Tompkins Cortland Community College and the eligibility requirements and rules and regulations of the National Junior College Athletic Association (NJCAA).
- Working closely with student athletes, academic advisors, athletic & academic liaison and faculty to help ensure the academic success of the student athletes.
- Attending Athletic Orientation and TC3 and Region III Coaches meetings.
- Conducting yourself and the Team in such a manner as to reflect a positive image for the team and Tompkins Cortland Community College, both on and off the playing arena. Ensures that all members of the team conduct themselves with a high degree of moral integrity as representatives of Tompkins Cortland Community College at all public appearances whether on or off campus.

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- Assist with driving the van as needed, including attaining and maintaining full positive status on the authorized drivers list, following school van policy, notifying appropriate contacts if lost or late for a game, following up with the Head Coach and Director of Athletics.
- Communication will be via phone, in person and College email.
- Distribute meal money for all road games to the student athletes. Reconcile the dollars and return any overage to the Athletic Department on a weekly basis. Follow all school policies including Finance and Purchasing. Complete all required paperwork before and after the trip. Have student athletes sign overnight trip code of conduct as necessary.
- Following medical guidelines for injured athletes per ATC/Team physician.
- Must be present at all games and practices unless previous arrangements made prior to absence.
- Must read, acknowledge, sign, and follow the NJCAA Coaching Principles, Coaching Creed, and the NJCAA Coaching Excellence Contract. Maintain understanding of NJCAA rules and pass annual exam.
- Must encourage athletes to attend select events in support of other teams and campus groups.
- Performing such other functions in connection with your position as may be assigned by the Head Coach or Director of Athletics.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Ability plan short and long-term individual and team goals, strategies, and run collegiate level training sessions and game plans.
- Excellent communication and interpersonal skills.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- This position's duties are normally performed in an outside setting or inside fieldhouse / gymnasium as work environment, based on the activity scheduled.
- Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.
- No or very limited exposure to physical risk.
- Travel required for away games and recruitment of student athletes.

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**MINIMUM QUALIFICATIONS**

High School Diploma / GED required. Coaching and/or playing experience required. Valid driver's license and clean driving record required.

Current or ability to secure certifications in First Aid and CPR/AED by appointment date. Must have and maintain certifications in First Aid and CPR/AED.

This position is subject to a criminal background check.

**PREFERRED QUALIFICATIONS**

Associate's Degree or higher academic degree. Three (3) years experience in coaching preferred at the college level.