



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Assistant Coach</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt
<b>Department:</b>	Swim	<b>W/C Classification</b>	9101 – Labor
<b>Reports To:</b>	Head Swim Coach	<b>Reviewed</b>	8/30/2022

## SUMMARY

Advance the mission and vision of TMUS by assisting the head coach with providing technical coaching for athletes during practices, overseeing off-season conditioning, and mentoring athletes placed under their care.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collaborate with head coach during scheduled weekly meetings regarding conditioning regimen for athletes.
- Oversee the implementation of conditioning regimen for the semester.
- Plan in-season training/ workouts for athletes under the guidance of the head coach during scheduled weekly meetings. Assist in on-deck direction and implementation of practice
- Give instruction and provide feedback for athletes during practice Monday through Friday.
- Attend scheduled meets.
- Support the mission of the University by strengthening a tradition of quality athletics while challenging student-athletes to excel academically and as followers of Christ.
- Assist with organizational planning such as travel, community service, study hall, etc., support student-athlete development, and assist with roster management
- Assist head coach in all aspects of the swim program to include:
  - Planning and overseeing the practice and conditioning sessions,
  - Planning and managing the program budget,
  - Scheduling of games,
  - Recruiting students who are a mission fit for The Master's College and who are academically eligible to participate according to the rules of the NAIA, GSAC, and The Master's University.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

## SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

## EDUCATION AND EXPERIENCE

- Bachelor degree or equivalent experience.
- At least one year experience in a coaching role.
- Proficient in Microsoft Office Suite or similar software.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; with full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Some travel with overnight stay expected.

## ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.