

# ASSISTANT COACH / VOLUNTEER JOB DESCRIPTION

## **TITLE: Assistant Coach/Team Manager**

### **MISSION STATEMENT:**

The San Angelo Homeschool Sports Association (SAHSSA) is a Christ-centered athletic non-profit organization made up of volunteers who help organize and promote youth sports leagues.

The mission of SAHSSA is to instill in its' youth the ideals of good sportsmanship, honesty, commitment, and courage through organized and supervised sports programs.

We believe all home schooled and private school children should have every opportunity that public school children have, including competitive athletics at all levels and in all sports. We compete versus area public and private schools as well as other home school organizations.

The goal of the SAHSSA is to offer every child who participates in the SAHSSA a place to find success through athletic participation.

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus Colossians 3:17

### **Description:**

The following duties are primarily performed, and which are essential for this position.

The purpose of the position is to support the head coach in all areas of team management and assist with administrative tasks.

This position is responsible for overseeing all team activities, supervising games, and training sessions, assisting with recruitment, maintaining records, and making travel arrangements.

- Assist the Head Coach in planning and supervising games and practices.
- Teach the young athletes the fundamentals of the sport.
- Promote Christ centered values, responsibility and commitment and emphasize the importance of good sportsmanship.
- Encourage the involvement of the parents in the sport as volunteers for ridesharing, fundraising, etc.
- Provide a safe and fun environment for the children.
- Learn and follow ALL association, policies, and procedures.
- Put the well-being of players above your desire to win.
- Strive to attend all association meetings, Pre-Season Sport Meetings assigned by coach, classes, tryouts, and functions that are necessary for the assistant coach.
- Building a positive team environment.
- Organizing travel arrangements including transport, accommodation, and meals.
- Facilitating and supervising training sessions and individual workouts.
- Organizing sports events and scheduling practice sessions.
- Preparing and maintaining training equipment and facilities.
- Assisting with the recruitment of students for the program.
- Monitoring and evaluating team performance.

- Maintaining up to date records of students, training sessions, games, performance statistics, and equipment.
- Fulfilling other duties as assigned by the head coach.
- The omission of specific duties does not preclude the supervisor from assigning duties that logically relate to the position.
- Assist and encourage the Code of Conduct
- Be prepared and willing to serve as Head Coach In the absences of Head Coach for any reason.

## **Skills and Abilities**

- Passion for youth development.
- Ability to remain calm in stressful situations; Patient and understanding.
- Ability to maintain effective working relationships with other volunteers.
- Must be able to use tact and courtesy in dealing with the public.
- Must be able to analyze and evaluate procedures and work processes and to exercise appropriate judgment in establishing priorities and work methods.
- Must be able to establish and maintain effective working relationships and to deal effectively and courteously with others, to work independently and in team settings.
- Moderate physical activity.

## **Required**

- Pre-Volunteer screening is required: background check.

## **Helpful Knowledge**

- Previous youth coaching or instructional experience.
  - First Aid and/or CPR certification preferred.
  - Strong organizational and communication skills