

ASSISTANT COACHES  
ILLINOIS VALLEY COMMUNITY COLLEGE

Men's Basketball  
Men's Baseball  
Men's Soccer

Women's Basketball  
Women's Volleyball  
Women's Soccer

Reports to: Head Coach and/or Athletic Director

I. POSITION SUMMARY: The Assistant Coach is responsible for assisting the Head Coach in the aspects of operation and team management including recruitment, training, coaching, fundraising, and retention of qualified student-athletes. These duties should be completed in a manner that are consistent with the Core Values of IVCC.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Adhere to and uphold the IVCC Student-Athlete Contract.
- B. Maintain effective and cooperative relationships with other members of the Athletic Department.
- C. Adhere to all NJCAA, Arrowhead Conference, and IVCC guidelines and rules.
- D. Assist the Head Coach to plan, develop, coordinate, and supervise athlete participation in the respective sport.
- E. Assist the Head Coach to organize and direct team travel within the guidelines established by the Athletic Department.
- F. Assist the Head Coach to provide updated information, reports, and records to the Athletic Director and/or media.
- G. Assist Head Coach in monitoring the conduct and sportsmanship of student-athletes at all practices, contests, and related activities. Ensure each student-athlete adheres to the IVCC Student-Athlete Contract.
- H. Assist Head Coach in immediately reporting any ejections or violations to the Student Athlete Contract to the Athletic Director.
- I. Assist Head Coach in reporting all scores and results of the respective athletic team contest to the media, the Athletic Department Administrative Assistant, and Athletic Director as soon as possible after the event. Results are to be reported to the appropriate media sources.
- J. Assist Head Coach to provide all the required information for NJCAA and IVCC Websites.

III. OTHER DUTIES AND RESPONSIBILITIES:

- A. Assist the Head Coach to assure that all requests involving eligibility including Letters of Intent, IVCC Transcript Review are to be submitted to the Athletic Director. A roster of players must be submitted to the Athletic Department Administrative Assistant three weeks prior to your first scheduled contest. Only players listed on eligibility list can compete in contests. The following items must be on file for each player:
  - 1. Qualifying Insurance and Insurance forms \*

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2. High school transcripts
3. Additional College transcripts
4. Concussion Impact Testing \*
5. Sports Physical \*

(\* Items must be completed to participate in any team practice)

- B. Take an active part in team and departmental fundraising, and supervise student-athletes during fundraising activities.
- C. Follow all College travel policies and procedures.
- D. Assist Head Coach to nominate all deserving student-athletes for awards.
- E. Assist Head Coach to assist interested student-athletes in continuing their academic and/or athletic endeavors.
- F. Other duties as assigned

IV. QUALIFICATIONS:

- A. High School diploma or equivalent. Bachelor's Degree preferred.
- B. Experience in the respective sport through coaching and/or participation. Three years coaching experience preferred.
- C. Knowledge of current concepts in the respective sport regarding coaching techniques, strategy, rules, etc.
- D. Ability to organize and work effectively as a member of the Athletic Department team.
- E. Ability to organize and work effectively one-on-one and within groups including: student-athletes, faculty, administrators, staff, community members, and others.
- F. Ability to adapt to differences and changes in programs, colleagues, student-athletes, and community characteristics.
- G. A valid driver's license and satisfactory motor vehicle record (MVR) are required.
- H. Demonstrated competency to serve in a coaching capacity.