

Assistant Men's and Women's Squash Coach

Version 1 approved on Mar 29, 2023 by Michelle Williams

Position

Position Details *

Assistant Squash Coach

Position Details

Position title	Senior staff member
Assistant Men's and Women's Squash Coach	Student Affairs
Department	Sub Department
Athletics	Sports Teams
Reports to	Job family
Head Squash Coach	Professional
Hours per week	Weeks per year
<i>Nothing entered</i>	<i>Nothing entered</i>
Months per year	
<i>Nothing entered</i>	

Purpose

The Assistant Squash Coach is responsible for performing various duties and responsibilities, including, but not limited to, coaching, instructing, recruiting, counseling, monitoring student-athlete academic performance, designing training sessions, collaborating on game plans and strategies, adhering to compliance requirements, and other sport program administrative functions for Bates College's NCAA Division III intercollegiate Squash program. This is a professional assistant coaching position and all of the duties of the position must be conducted in adherence with the policies, rules, and regulations of affiliated national, regional, and state intercollegiate athletic associations, the NESCAC Conference and the College.

This is a full time, full year position that averages 40 hours per week. Exact schedule will vary based on the time of year. "In" season is from September - March.

Key Accountabilities

- Coach student-athletes at the direction of the head coach
- Attend events including practices, games, scrimmages, and other events as scheduled.
- Complete prep work for coaching, including: video review and editing, training plan development and practice planning.
- Attend meetings related to coaching
- Work with the head coach on the team in support of student coaching
- Travel as needed in relation to student coaching
- Perform recruiting functions at the direction of the head coach.
 - This may include time spent working with the Admissions office with or for prospective students
 - Communicate with prospective players, coaches, club coaches and families
- Watch and evaluate student talent

Additional Responsibilities

- May assist with operational, fiscal, and administrative activities for the specific sports program
- Maintain and update social media and other Bates Squash related websites
- Attend Athletics department and/or Student Affairs meetings as scheduled

- Attend training and professional development opportunities

Computer and Technology Use

Google Suite, Microsoft Office Suite, Zoom. Comfort with computer programs for managing student information, recruit information, budgets, film editing, social media, etc. Willingness and ability to learn additional applications as needed.

Degree of Independent Action Performed

General Independent actions

1/5 options selected

- Incumbent is expected to work independently on moderately complex assignments in accordance with established policies and procedures. Supervisor gives instructions on new assignments and reviews more difficult work. Identifies and resolves most issues that arise and refers highly complex situations or problems to the supervisor. When resolving issues, the incumbent exercises sound judgement selecting the correct part of the most appropriate policy, guideline, or practices to apply to the situation.

Reports

Titles of direct reports

N/A

Internal and External Contacts

Internal and external contacts that apply to the position

8/15 options selected

- Alumni
- Families
- Prospective/Current Students
- Faculty
- Staff
- Federal and State Agencies
- Professional Advisors
- Peer institutions

Qualifications

Qualifications necessary to meet the requirements of the position

Education

- Bachelor's degree required.
- A minimum of a Level 1 coaching certification preferred.
- Valid driver's license required

Experience

- Experience coaching Squash required.
- Experience coaching at the college level preferred.
- Experience and/or demonstrated success in supervising young adults and managing programs preferred.
- Squash playing level of 5.5 or higher preferred.

Skills and Knowledge

- Demonstrated knowledge and understanding of all aspects of the sport program and the ability to teach technical aspects of the sport.
- Ability to understand, follow, and enforce safety procedures.
- Knowledge of budget preparation and fiscal management preferred.
- Knowledge of CSA and NCAA rules and regulations.
- Strong interpersonal skills with ability to develop and maintain collegial relationships. Must be flexible, collaborative and have a positive attitude.
- Ability to establish rapport quickly with students and their families, while maintaining appropriate boundaries.
- Excellent communication (written and verbal) skills.
- Ability to work independently and handle multiple priorities with minimal supervision.
- Ability and willingness to travel (by car, air, train or bus) domestically and internationally as needed.
- Ability and willingness to work weekends, evenings and other non-traditional schedules.
- Personal commitment to excellence and the mission of a top-tier small liberal arts college.
- Commitment to equity and inclusion, and serving the needs of a culturally and educationally diverse community.

Working Conditions

Describe working environment

This work may include coaching in outside areas, hot and cold weather, and exposure to elements such as rain, snow, dirt, fumes, and loud noises.

Describe tools/equipment used

Computer, photocopier, fax machine, printers, scanner, etc.

Describe travel requirements

Travel required for events including practices, games, scrimmages, and professional development opportunities.

Physical Requirements

Select those items that are physical demands of the position.

Physical requirements that apply to the position

6/17 options selected

- Driving
- Lifting
- Reaching
- Sitting
- Standing
- Repetitive Movements

Additional physical demands

Nothing entered

Environmental Hazards

Describe hazards

Nothing entered

Pre-employment Checks

Check off necessary background check types needed for this position.

Physical

Educational

No

No

Employment

No

Criminal

Yes

Driving record

Yes

Credit

No

System Information

Update the Human Resources information for this position description?

No