Summary of Responsibilities: The Assistant Coach assists the head coach of a sport with overall management of the sport including supervising student-athletes at practices and games, recruiting, counseling, and performing other necessary activities related to intercollegiate athletic competition. In addition, this person will also be available to take on special programs as assigned for other athletic programs.

Essential Responsibilities: (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

Coaches aspects of the assigned sport to include but not limited to:
1. Maintains up-to-date knowledge of, and compliance with, Geneva College, NCAA Division III, and PAC rules and regulations.
2. Models Christian attitudes and behaviors for student-athletes, students, staff, and fans.
3. Demonstrates concern for the spiritual, academic, physical, and emotional well-being of each team member.
4. Actively encourages and supports the Christian faith of team members, which includes encouraging them in spiritual disciplines such as church attendance, prayer, and Bible study. In the case of non-Christian team members, encourages them to consider the claims of Christ on their lives.
5. Work directly with student-athletes from various athletic programs to ensure safety.
6. Consults directly with other coaches from the department to develop and implement strength training programs specific to those areas of athletics.

Recruitment:
1. Assists in the recruiting of student-athletes in line with College policy, NCAA Division III, and PAC regulations. Works closely with the admissions department to this end.

Other:
1. May serve specifically as coach in a special aspect of the sport.
2. Actively participates in athletic department functions and meetings and in college committees as assigned.
3. Maintains effective working relationships with administrative staff, coaches, student-athletes, and other staff.
4. Performs related duties as assigned.

Qualifications: Minimum:

Education/Certification: Bachelor’s degree in related fields.
Experience: Two years coaching at high school (head coach) and/or two years coaching at collegiate level.
Skill/Abilities: Valid Driver’s license. Willingness to travel, including overnight and weekends. Ability to work evenings and weekends. Communicate effectively verbally and in writing. Operate a PC and related software.

Christian Commitment: Eligible candidates must be a thoughtful and articulate Christian and an active member of an evangelical Christian church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College’s “Foundational Concepts of Christian Education” by expressing an Protestant evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

Preferred: Education/Certification: Master’s degree or equivalent in the field of Physical Education.
Experience: Three to five years coaching at collegiate level.

Application Process: A completed employment application, resume and a letter which addresses the candidate’s interest in this position and the specific skills and qualifications related to the position must be submitted in order to be considered for employment. Applications are available in the Human Resources Office located in the Old Main building on campus or can be downloaded at www.geneva.edu/page/employment.

Submit materials to: Andrea Kamicker, Geneva College, 3200 College Avenue, Beaver Falls, PA 15010, E-mail: employment@geneva.edu

Geneva College does not discriminate against applicants on the basis of race, color, gender, handicap, or national or ethnic origin in the selection of employees.