Position: Assistant Women’s Soccer Coach

Location: Montreat, NC

Start Date: July 2015

Application Deadline: Until Filled

Summary: The Assistant Women's Soccer Coach will assist the head coach in the administration of all aspects of the Women's Soccer program including recruitment, retention, character formation, and graduation of these student athletes in support of Montreat College's Christ-centered mission. This includes but is not limited to coaching, running practices, recruiting, preparing and scouting video, travel plans and contest scheduling, budgets, web updates, supervision and support of student learning and academic status of students, helping lead students towards being positive and contributing members of the community, game management, management of statistics, help with running clinics, camps and fundraisers, and paperwork. Other roles in the position may be established based on the applicant's strengths. The Assistant Women's Soccer Coach will be responsible to maintain compliance with all Montreat College, Appalachian Athletic Conference, and NAIA rules and regulations.

Accountability:
The Assistant Women's Soccer Coach is accountable to the Women's Soccer Head Coach and the Athletic Director.

Qualifications:
A Bachelor's degree from an accredited four-year institution is required; Extra consideration will be given to candidates with successful recruiting and college coaching experience. The candidate must understand and affirm the Christian faith statement of the institution.

Essential Job Functions:
- Excellent oral and written communication skills
- Proficiency and competency in computer applications (Microsoft Office, Excel, etc.)
- Ability to coordinate different tasks simultaneously
- Move about the campus freely (including all facilities)

Leadership Qualities:
- Articulate a clear vision for the women's soccer program that supports the head coach, the Athletic
- Department goals, and the institutional mission, vision, and values.
- Set goals and objectives based on the needs and capabilities of the population served
- Articulate and promote student learning and development in the following areas: spiritually, academically, character, athletic excellence
- Prescribe and practice ethical behavior
- Where appropriate, recruit, select, supervise, and develop others in the organization
Responsibilities/Duties:

- Oversee the successful recruiting efforts for the women's soccer program; recruiting student athletes for the athletic team who will represent the mission of Montreat College.
- Scheduling of workouts and ensure that workouts do not conflict with the academic schedule, examination schedule, and regularly scheduled chapel and convocation services.
- Attend all departmental meetings when asked to do so.
- Be familiar with and adhere to departmental policies and procedures as well as NAIA and AAC regulations.
- Participate in the college and departmental planning process by assisting in the formulation of goals, objectives, and outcomes.
- Participate in college activities, which include Discovery Days, Welcome Week (orientation), chapel and convocation, etc.
- Develop and maintain a work schedule (office hours) centered on student-athletes accessibility.
- Be responsible for the conduct of athletes, both on and off the court in support of the team guidelines, Athletic Department policies, and Student Handbook.
- Be budget conscious when performing duties for the program.
- Actively participate with all athletic fund raising programs.
- Communicate the needs and maintenance of facilities and equipment to the Head Coach.
- Shall be responsible for providing statistical information to the Conference SID and Montreat College SID in a timely fashion.
- Organizes and conducts practice sessions.
- Lead the team with at least two service projects per academic year to reach out to the community in servant-leadership.
- Produce effective and accurate scouting reports including film.
- Develop a system to properly exchange film with opponents.
- Work with game day management to ensure a successful game day environment.
- Successfully develop workouts to improve the strength, conditioning, and skills of the student-athletes.
- Other duties as assigned.

Application Requirements:
Candidates should send a cover letter, resume, statement of faith, and three current letters of reference to:

Jose Larios
Athletic Director
P.O. Box 1267
Montreat, NC 28757
Email: jlarios14@montreat.edu

About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.