



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS  
JOB DESCRIPTION:  
SUMMER SPORTS CAMP PROGRAM  
ATHLETIC ASSISTANT**

**QUALIFICATIONS:**

1. Has prior experience or has participated in the sport to be coached (preferred).
2. Demonstrates organizational abilities, communications skills and skills in interpersonal relations.
3. High school graduate.
4. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Summer Sports Camp Head Athletic Coach, Summer Sports Camp Assistant Athletic Coach, or Supervisor of Athletics, Health and Physical Education K-12

**JOB GOAL:** To assist the Summer Sports Head Athletic Camp Coach and Summer Sports Camp Assistant Athletic Coach in supporting each participating student/athlete in achieving a higher level of skill, an enhanced appreciation for the values of discipline, teamwork and sportsmanship, and an increased level of self-esteem. To be dedicated to developing successful athletic teams, considering not only win/lose records but, especially, the overall purpose of achieving personal growth through athletic participation and competition.

**PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a. Assists in coaching individual participants, small groups and the team, as appropriate, in the skills necessary for personal achievement in the sport.
  - b. Assists the coach in providing supervision of all students/athletes involved in the camps particular activity at all times of involvement.
  - c. Assists the coach and assistant coach in scheduling daily agenda items for the camp in cooperation with the Supervisor of Athletics, Health and Physical Education K-12, or designee.
  - d. Assists the coach and assistant coach in recommending to the Supervisor of Athletics, Health and Physical Education K-12 the purchase of equipment, supplies and uniforms, as appropriate.

- e. Assists the coach and assistant coach in maintaining necessary attendance forms, team roster and similar paperwork and provides information to the Supervisor of Athletics, Health and Physical Education K-12, or designee as requested.
  - f. Assists the coach and assistant coach in providing input to the Supervisor of Athletics, Health and Physical Education K-12, or designee concerning the safety conditions of the facility or area in which the assigned sport is conducted.
  - g. Knows and implements established rules and policies including:
    - Specific rules governing the sport involved;
    - General rules/policies of NJSIAA and Shore Conference;
    - Guidelines contained in the Coaches' Handbook;
    - General policy & procedures of the school; and
    - Policy established by the Holmdel Township Board of Education.
2. Student Management
    - a. Complies with district policy which prohibits Athletic Assistants from being permitted, under any circumstances, to be left alone with any student/athlete.
  3. Professional Development
    - a. Keeps informed about the latest equipment, rules and coaching techniques in his/her field of sport.
  4. School and Community Relations
    - a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
    - b. Cooperates and shares professionally with other members of the staff.
  5. Other Assigned Duties

Performs such other tasks and assumes such other responsibilities as may be assigned by a Summer Sports Camp Head Athletic Coach, Summer Sports Camp Assistant Athletic Coach, or the Supervisor of Athletics, Health and Physical Education K-12, or designee.

**TERMS OF EMPLOYMENT:** Salary to be established by the Holmdel Township Board of Education.

**EVALUATION:** Performance of this job will be informally evaluated in writing.

**SOURCE:** Regular Board Meeting

**DATE:** December 22, 2010