



DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	ASSISTANT FOOTBALL COACH – QB/RECEIVERS COACH
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF (Full-Time, Twelve-Month)
DEPARTMENT:	ATHLETICS
POSITION SUPERVISOR:	HEAD FOOTBALL COACH

PRIMARY DUTIES/RESPONSIBILITIES: The Assistant Football Coach-QB/Receivers Coach provides coaching and the recruitment of football players to the football program, assisting with managing all aspects of the football program and contributing to the overall program of the college. Specific duties may include, but are not necessarily limited to the following:

1. Assist with the evaluation, recruitment and retention of football players to the Monmouth College.
2. Assist with meeting the recruitment and retention goals set by the College.
3. Visit for recruitment purposes prospective students and their families following the guidelines of the Midwest Conference.
4. Assist the head coach with regular recruitment reports.
5. Work with QB/Receiver players and staff providing daily planning, organization and supervision of practice and game plans.
6. Assist the Head Football Coach with overall administrative duties as assigned.
7. Contribute to the overall program of a residential college.
8. Teaching and event management duties as assigned.
9. Other duties as assigned.

WORK RELATIONSHIPS: Reports directly to the Head Football Coach and through the Director of Athletics to the Vice President for Student Life. The Coach also works directly with other members of the Athletic Department and Student Affairs Staff, and has daily contact with students, staff, faculty, and persons outside the campus community. Significant contact with prospective students and their parents as well as high school and community college coaches.

EDUCATION, EXPERIENCE, AND CERTIFICATION: Bachelor's degree required. Effective experience as a football player and/or coach required.

SKILLS, KNOWLEDGE, AND ABILITIES: Knowledge of principles, methods and techniques associated with coaching football. Excellent understanding of NCAA III philosophy. Demonstrated

ability to plan, implement and evaluate complex tasks and procedures. Excellent organization and supervision skills. Excellent communication skills. Willingness and ability to work effectively with all campus and associated constituencies, especially college students.

GENERAL EXPECTATIONS OF POSITION: Regular attendance on the job is an essential function of the position. Maintain office hours as needed or assigned. Conduct is expected to be professional and courteous. Work additional hours as necessary to successfully carry out all position responsibilities and to achieve the position's goals and expectations. Work weekends and evenings as necessary. Maintain confidentiality. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College as well as the terms and conditions of the Monmouth College Statement of Athletic Philosophy. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, or the President.