

Assistant Coach (Temp PT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262303>

Downloaded On: Sep. 10, 2025 5:50pm

Posted Sep. 10, 2025, set to expire Jan. 6, 2026

Job Title Assistant Coach (Temp PT)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Sep. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coach

Academic Field(s) Administration - Other

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Job Description

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Assistant Coach (Temp PT)

Position Title: Assistant Coach (Temp PT)

Employment Type: Temporary Part-Time

Department: General Athletics

Campus: Allegheny Campus

Additional Information: This position will remain open until filled. However, to ensure consideration for

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an interview, please submit your completed application, cover letter, and resume by no later than September 20, 2025. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Remote Work Option:Fully In-Person (May be subject to change)

Work Hours:Flexible, including evenings and weekends as required by practice and game schedules.

Salary Grade:Per Contract

Job Open Date:9/5/2025

Job Close Date:Open until filled

General Summary: The primary responsibility of this position is to assist the Head Coach to instruct/coach student athletes in how to perform their sport, including about training, physical health, good sportsmanship, teamwork, and safety. The assistant coach will also be expected to handle other aspects of the sport, including recruiting and working with the Director of Student Life and/or Athletic Director on eligibility and other matters pertaining to the team.

Requirements:

Previous collegiate coaching experience and collegiate playing experience within sport strongly preferred. Clearances required. Knowledge of WPCC, PCAA, NJCAA and some NCAA rules preferred. Valid driver's license and ability to operate College van. May require overnight travel.

Duties:

1. Assist Head Coach to organize, communicate and conduct individual and team practices/exercises, identify student athletes' strengths and weaknesses to provide constructive feedback, balancing criticism with positivity and motivation. Assist head coach to teach/coach relevant rules, regulations, skills, tactics, techniques and equipment of the sport.
2. Assist to promote and instruct student athletes about good sportsmanship, teamwork, and safety. Assist Head Coach to ensure that student athletes train and perform to a high standard of health and safety at all times; Advise about health and lifestyle issues.
3. Model sports-like behavior and maintain appropriate conduct towards players, officials, and spectators.
4. Recruit prospective athletes.
5. Assist with preparation of schedule and communicate games with athletes; attend and participate with games as assigned.

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6. Assist Heath Coach with inventory, distribute, and collect all team uniforms and equipment. Prepare any necessary items and areas of the sport prior to practices or games.
7. Assist with advertising and promoting the sport on campuses and centers. Compile game and season statistics and submit to any organizations as necessary or required (e.g. newspaper, sport association reporting requirements).
8. Assist with travel arrangements with Athletic Director/Director of Student Life and drive College vehicle as needed or required.
9. Assist with fundraising projects for team trips.
10. Coordinate with Athletic Director and/or Head Coach to attend at least one new student orientation.
11. Assist with administrative support tasks, such as, processes and communication regarding eligibility requirements, emergency data, distribution and reconciling of student's funds/fees, compliance and year-end reporting, and other related records/paperwork.
12. Perform other related duties as required or assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available [here](#).

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1814>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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