



P.O. Box 11524
Albany, New York 12211
518 – 545 – 4876
www.athletichaven.org

JOB DESCRIPTION

Position: Assistant Sports Coach
Reports to: Lead Coach or Coordinator
Supervises: N/A
Division: Coaching
Employment Status: Part-time, At will
Pay Rate: \$24 / hour
Approximate Hours: 2-3 hours per week

Candidate Availability:

- Weeknights are a must
- Some Saturdays
- Seasonal assignments are available
- Hourly commitment

Responsibilities:

- Assist with youth basketball, baseball or soccer programs
- Maintain stock and condition of any Athletic Haven equipment
- Learn and implement venue procedures
- Reports to lead coach or coordinator (on a weekly basis in season)
- Performs other duties as assigned.

Experience, Knowledge, and Skills:

- Excellent skills with kids of all ages.
- Ability to establish and maintain effective working relationships within and outside the organization.
- Ability to create, organize and diversify practice plans
- Candidate should possess at least basic knowledge in the sport of basketball
- Demonstrated creativity and ability to be flexible.

General Member Expectations:

- Maintain the integrity of the organization at all times.
- Be a good role model for both the kids and adults.
- Provide a positive, enriching experience at all Athletic Haven programs
- Maintain good lines of communication with the Managing Director, any direct reports, and peers..
- Have a kids' first mentality!