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**Job Title:** Assistant Women’s Soccer Coach  
**Reports to:** Head Women’s Soccer Coach  
**Terms:** Full time 12-month position  
**Salary:** \$20,930 plus benefits

**Position Summary:**

The successful candidate will assist the Head Women’s Soccer Coach with recruiting, skill instruction, student-athlete development, monitoring academic performance, community involvement, fundraising, and practice and game coaching. Additional responsibilities include goal keeper training and coordination and implementation of summer camps.

**Essential Functions:**

- 1. Recruitment:** Assist in the recruitment of student athletes. Assist with negotiating scholarship offers to prospects as directed by the head coach. Attend off campus games for the purpose of evaluation and contract. Coordinate mailing of recruitment materials and recruiting information. Maintain contact with prospective student-athletes. Plan campus visits with prospective student-athletes and their parents.
- 2. Coaching:** Prepare, plan, conduct and evaluate practice sessions, as directed by the head coach. Teach individuals and groups of player specific tasks and skills before, during and after practice, during season and off-season. Teach player-to-player sport specific skills. Teach progressions and drills during daily practice.
- 3. Team Administration:** When directed by the head coach assist in administration of travel arrangements for team by completing the following tasks: organize buses, hotels and meals for all away games; processes necessary paperwork before and after every trip; create itineraries and work with opponents to schedule practice times. Supervise and assign responsibilities to team managers if applicable. Maintains equipment inventory and oversee distribution to athletes. Plan long and short-term team objectives under the leadership of the head coach.\
- 4. Academics:** Under the direction of the head coach assist in coordination of enrollment activities of student-athletes. Assist with monitoring academic performance, academic progress and class attendance of student-athletes and intervene when necessary.
- 5. Campus/Community Communication:** Interact with various campus offices and departments. Serve in a leadership role and promote participation in community service activities by student athletes. Maintain frequent and consistent public contact with high schools, junior colleges, four-year schools, and clubs for recruitment, scouting and public relations efforts.



**Qualifications:**

- Bachelor's Degree preferred
- Previous collegiate experience as a player or coach preferred
- CDL or ability to obtain CDL preferred
- Western Texas College will not consider your application if you are not authorized to work in the United States

**To apply, please submit via email:**

- A current resume
- A cover letter describing how the applicant meets the "Qualifications" as listed in the job announcement. The applicant may also include other professional experiences that are applicable.

Please email documents to *[jobs@wtc.edu](mailto:jobs@wtc.edu)*