

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE  
TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Assistant Coach (All Sports within the Athletic Department)

**DEPARTMENT/LOCATION:** Athletics, Riverside City College

**BASIC FUNCTIONS:** Under the direction of the Athletic Director, the assistant coach will aid in the organization, development, administration and teaching of the various sport programs.

**REPRESENTATIVE DUTIES:**

1. Teaching skills and techniques in sport area.
2. Development of strategies and game plans
3. Recruitment of student athletes
4. Aid in the development of practice plans
5. Aid in the eligibility and transfer of student athletes
6. Other duties as assigned that may be relevant to the job

**QUALIFICATIONS:**

**Playing and/or coaching experience is recommended,**

**HOURS / DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.