

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

**POSITION TITLE:** Coaches, Summer Activities

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

**BASIC FUNCTIONS:** Coaches are expected to utilize this time to plan, prepare, and organize for their respective upcoming sport seasons.

**REPRESENTATIVE DUTIES:**

1. Recruitment of student athletes
2. Coordinate the enrollment of student athletes
3. Organize orientations for incoming student athletes
4. Development of game planning and coaching strategies

**QUALIFICATIONS:** Knowledge in the intricacies of their respective sports and the ability to convey this information to student athletes.

**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.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

**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.