



Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, PROFESSIONAL EXPERT ASSIGNMENTS**

<b>ASSIGNMENT:</b>	<b>Coach's Aide</b> (Pool for the following sports) <ul style="list-style-type: none"><li>○ Baseball</li><li>○ Football</li><li>○ Men &amp; Women's Track &amp; Field</li><li>○ Men &amp; Women's Cross Country</li><li>○ Men's Basketball</li><li>○ Men's Golf</li><li>○ Men's Soccer</li><li>○ Men's Volleyball</li><li>○ Softball</li><li>○ Women's Basketball</li><li>○ Women's Golf</li><li>○ Women's Soccer</li><li>○ Women's Tennis</li><li>○ Women's Volleyball</li></ul>	<b>Professional Expert - Temporary, Short-Term Assignments</b> <b>RN 17-92</b>
<b>LOCATION:</b>	<b>Multiple venues on and off campus</b>	
<b>DEADLINE:</b>	<b>Continuous – to establish pool</b>	
	(Applications will be reviewed on an as-received basis and hired as needed)	

**Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)**

---

---

**BASIC FUNCTION:**

Under the direction of the Head Coach, the Coach's Aide carries out the aims and objectives of the sport program as outlined by the Head Coach. The Coach's Aide will provide reinforcement of instruction provided by Head and or Assistant Coaches. Assist athletes under the direct supervision of either the Head or an Assistant Coach.

**REPRESENTATIVE DUTIES:**

- The Coach's Aide must perform all assigned duties that involve student-athletes under the direct supervision of the Head Coach or Assistant Coach.
- Has a thorough knowledge of all Antelope Valley College athletic policies.
- Assists in the necessary preparation to hold scheduled events or practices and adheres to scheduled facility times.
- Provides assistance, guidance and safeguards athletes while in attendance of practices, games and traveling.
- Instills in each player a respect for equipment and school property, its care and proper use.
- Assists the Head and Assistant Coaches in carrying out his/her responsibilities.
- Performs other related duties that are consistent with the nature of the position and that may be assigned or requested by the Head Coach or Assistant Coach.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school or G.E.D. equivalent. Experience for Two (2) seasons in either playing or assisting with duties in the assigned sport.

**KNOWLEDGE OF:**

Rules and regulations of assigned sport

**ABILITY TO:**

Carry out instructions of the Head/Assistant Coach

Motivate athletes under the direction of the Head/Assistant Coach

Ability to effectively communicate orally and in writing

**PHYSICAL EFFORT:**

Requires the ability to exert some physical effort, such as walking, standing, climbing stairs, talking, hearing, bending and light lifting/dragging/carrying approximately 50 pounds. The noise level is usually low to moderate.

**WORKING CONDITIONS:**

Work is performed indoors and/or outdoors. While performing the duties of this position, the employee may be required to travel

## APPLICATION PROCEDURE

To be considered an applicant for a temporary short-term non-continuing pool assignment in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

**If any of the listed materials are missing or incomplete, the application will not be considered.**

1. A completed and signed Antelope Valley College [Temporary Short-Term Employment Application](#)
2. Cover letter addressing your interest and qualifications
3. Résumé (see below):
  - a. Resume must include a detailed list of creative work and/or productions PLUS the hours and duration of each production must be noted.
4. **Minimum Requirements (supporting documents *required* for Professional Expert announcements):**  
“Documented Hours” must be verifiable and supported by submitting the following in addition to annotating your employment history within the application and resume:
  - a. VERIFIABLE Employment References, each must include: employer name, primary supervisor contact information (name & phone number), what level of duties were performed, dates employed and total hours worked (example, one production consisting of 20 hrs a week for 6 weeks = 120 hrs total).
  - b. If your work was performed as an independent contractor: Letter(s) from agencies you provided services to; documenting what specific service you provided, total hours of work performed, and verifiable contact information (name and telephone number).
  - c. Items “a” and “b” must be submitted with the application package in the form of a letter addressing each as indicated above.

The application must be filled out completely and signed. **Do not** indicate, “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

---

Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office. Submit application packet to:



Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

**Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included. Postmarks will not be accepted.**

---

**Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.**

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

***AVC is an equal opportunity employer.***