



POSITION DESCRIPTION

Job Title: Volunteer Special Assistant to the Head Coach – Men’s Basketball

Department: Athletics

Division: Student Success

Reports To: Head Men’s Basketball Coach

Position Type: Volunteer (Unpaid)

Schedule: Part-Time / Seasonal (August–March)

Location: Clinton College, Rock Hill, SC

Position Summary

The Volunteer Special Assistant to the Head Coach – Men’s Basketball supports the head coach in the daily operations and overall functioning of the men’s basketball program. This non-paid position is ideal for an individual seeking experience in collegiate athletics and interested in gaining hands-on exposure to team operations, player development, and program management. The role requires a high level of commitment, discretion, and professionalism.

Essential Responsibilities

- Assist with film breakdown, scouting reports, and opponent analysis.
- Support daily practice planning and assist during on-court activities.
- Monitor and track student-athlete academic progress and study hall attendance.
- Help coordinate team travel, meals, and itineraries under the direction of the head coach.
- Organize equipment and practice gear distribution and collection.
- Assist with compliance paperwork, rosters, and eligibility checklists.
- Manage video operations during games and practices.
- Serve as a liaison for community service and outreach projects.

- Maintain discretion regarding confidential team and athletic department matters.
- Perform other duties as assigned by the head coach or athletic director.

Qualifications

- Required:
 - college degree or equivalent.
 - Strong interest in basketball coaching, sports administration, or athletic operations.
 - Excellent communication, organizational, and interpersonal skills.
 - Willingness to work evenings, weekends, and travel as required.
 - Ability to work in a team environment and take initiative.
- Preferred:
 - Previous playing or coaching experience at the high school or college level.
 - Familiarity with Hudl, Synergy, FastDraw, or other basketball software.

Work Environment & Physical Requirements

- Ability to work in gymnasiums, offices, and outdoor environments.
- Must be able to lift up to 25 pounds and stand for extended periods.
- This is a non-benefited, unpaid volunteer position with flexible scheduling.

Disclaimer

This position description reflects general duties and expectations and is not intended to be a comprehensive listing of activities, duties, or responsibilities. Clinton College reserves the right to modify the role and expectations at any time to meet institutional and departmental needs.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide a written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a resume and cover letter must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The email's subject line should read "Volunteer Special Assistant to the Head Coach Men's Basketball". The process will continue until the position is filled.