

FORT SCOTT COMMUNITY COLLEGE
Position Description AT23

NAME: Cross Country/Track and Field

JOB TITLE: Head Coach – Full Time

DIVISION/DEPARTMENT: Athletics

RESPONSIBLE TO: Athletic Director

MONTHS PER YEAR: 11

HOURS PER WEEK: Exempt

UPDATE: 10-06

CREDENTIALS:

- Bachelor's Degree required. Master's Degree preferred.
- Ability to establish and maintain effective working relationships with other employees, students, and general public
- Coaching and/or competition experience at high school, community college, or college level
- Personal characteristics of enthusiasm and optimism
- Familiar with community college philosophy and goals
- Have knowledge of and be able to implement procedures regarding Bloodborne Pathogens laws and regulations
- Valid driver's license

JOB PURPOSE:

Head coach shall manage and direct all aspects of coaching a NJCAA men's and women's cross-country and indoor and outdoor Track & Field, with primary focus on team pre-season and post-season skills development, conditioning and related activities; in-season practices and contests; recruitment of talented student-athletes; and general management of the program. Head coach shall operate within the guidelines of Fort Scott Community College and its affiliations and work closely and effectively with athletics administrator in a positive and professional manner. Head coach shall assist with department special events and administrative duties, including assisting with home game management.

MAY BE REQUIRED TO: sit/stand for long periods of time, operate or demonstrate instructional equipment and technologies, speak and hear clearly, transport equipment to various sites, drive to various sites, lift heavy objects to approximately 50 pounds.

DUTIES AND RESPONSIBILITIES:

- Coach the team
- Fundraise monies for the benefit of the program
- Recruiting of student athletes
- Work within parameters of budget and administration of budget
- Coordinate the recruitment, management, and supervision of student athletes
- Perform administrative duties
- Promote active personal and team participation in activities within the community
- Work-study supervision
- Oversee classroom attendance and academic progress of team members
- Other duties as assigned by the Athletic Director

Reviewed by Supervisor: _____

Signature

_____ Date

All job descriptions are subject to revision based on changing needs of the College.