

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description AT25**

**NAME:**

**JOB TITLE:** Assistant Coach – Full Time

**DIVISION/DEPARTMENT:** Athletics

**RESPONSIBLE TO:** Athletic Director

**MONTHS PER YEAR:** 11

**HOURS PER WEEK:** 40 Hours

**UPDATE:**

**CREDENTIALS:**

- Bachelor's Degree preferred
- Ability to establish and maintain effective working relationships with other employees, students, and general public
- Coaching experience at high school, community college, or college level preferred
- Personal characteristics of enthusiasm and optimism
- Understanding of community college philosophy and goals preferred
- Have knowledge of and be able to implement policies and procedures regarding the KJCCC and NJCAA
- Valid driver's license

**JOB PURPOSE:**

- Assist head coach with assigned coaching duties and implementing the head coach's plans for the direction and development of a competitive NJCAA Division II basketball program

**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:**

- Assist head coach with fund raising efforts
- Assist with game preparation and competition preparation
- Assist in supervising out of season conditioning and weights program
- Assist with recruitment, management, and supervision of student athletes
- Assist with administrative duties as assigned by head coach
- Assist head coach with scheduling of contest, summer camps, and on-campus recruiting
- Promote active personal and team participation in activities within the community
- Assist head coach with supervision of work-study
- Assist head coach in overseeing classroom attendance and academic progress of team members
- Other duties as assigned by the head coach

Please e-mail all personal information, resumes, cover letters, etc., to [michaelc@fortscott.edu](mailto:michaelc@fortscott.edu)