

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description AT08**

**NAME:** Head Track and Field Coach      **JOB TITLE:** Head Coach – Full Time

**DIVISION/DEPARTMENT:** Athletics

**RESPONSIBLE TO:** Athletic Director

**MONTHS PER YEAR:** 11      **HOURS PER WEEK:** Exempt      **UPDATE:** 8/11/2025

**CREDENTIALS:**

- Bachelor's Degree preferred or equivalent combination of education, experience, and ability
- Junior college/small college recruiting experience preferred
- Coaching experience with high school or college level students
- Ability to establish and maintain effective working relationships with other employees, students, and general public
- Familiar with NJCAA, KJCCC rules and regulations preferred
- Ability to have diversity in skill-set coaching to promote development
- Valid driver's license

**JOB PURPOSE:**

Serve as head coach, lead fundraising efforts, recruitment of student-athletes, and reach roster limits.

**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
- Recruit student athletes
- Work within parameters of budget and administration of budget
- Schedule and competition preparation
- Coordinate the recruitment, management, and supervision of student athletes
- Perform administrative/admissions duties
- Promote active personal and team participation in activities within the community
- 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.