

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:** 12/18/2024

CREDENTIALS:

- Bachelor’s Degree preferred or equivalent combination of education, experience, and ability
- 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
- Familiar with community college philosophy and goals
- Valid driver’s license

JOB PURPOSE:

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

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
- Recruiting of 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 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.