

## POSITION DESCRIPTION

<b>Position Title:</b> Assistant Track and Field Coach	<b>Number:</b> 0043.CH	<b>FTE:</b> .51
<b>Classification:</b> Professional Exempt	<b>Report To:</b> Director of Athletics	<b>Date:</b> 12/25 <b>Grade:</b> 5

### **General Description and Purpose**

The Assistant Track and Field is delegated the responsibility for assisting in the development, organization, supervision, and management of the Track & Field. The Assistant Track and Field Coach works under the guidance and direction of the Head Track and Field Coach and is supervised by the Director of Athletics. This position must have the ability to work effectively with a wide range of constituencies and can meet the travel demands of the athletic competition schedule.

### **Primary Functions/Responsibilities**

1. Assist the Head Coach in actively recruiting players who are in good social standing not only in their respective high schools, but in their communities as well.
2. Help recruit academically and athletically qualified prospective student-athletes.
3. Help field and maintain a goal of 60 eligible student-athletes, to include throwers, to sustain the team throughout the season, adhering to academic guidelines for participation in compliance with the National Junior College Athletic Association (NJCAA) standards.
4. Work towards preserving the student athletes' acceptable social standing in both the institution and the Pratt Community.
5. Assist in facilitation of other athletic events.
6. Support and assist the head coach in all practice and game setting(s) deemed necessary
7. Remain current with professional literature. Possess knowledge of and commitment to compliance with all NJCAA and Kansas Jayhawk Community College Conference (KJCCC) rules and regulations.
8. Actively participate in fund-raising for the athletic program, including respective sport.
9. Assist the head coach with schedules, budgets and inventory of the soccer program.
10. Participate with the head coach in an annual evaluation of the Track and Field program.
11. Assist the head coach in monitoring all Track and Field student-athletes living on or off campus.
12. Monitor and maintain practice facilities.
13. Assist the head coach in implementing a long-range plan for the improvement of the Track and Field program.
14. Understand, support, and enforce all policies, athletic as well as academic, as expressed by the Board of Trustees and administration of Pratt Community college. This will be done in letter, intent and spirit.
15. Develop scouting reports.
16. Possess and maintain CPR/First Aid Certifications.
17. Other duties as assigned by the Head Track and Field Coach, Assistant Director of Athletics, and Director of Athletics.

### **Coordination and Accountability Tasks**

Remain current with and abide by NJCAA and Jayhawk Conference rules and regulations.

**Supervises the Following Staff**

Assist with the supervision of all student workers involved with the Track and Field. Including managers, statistician, etc.

**Required Knowledge, Skills, Abilities, and other Characteristics**

1. Willingness to understand the community college role and mission.
2. Ability to communicate effectively with staff, faculty, administration and community.
3. Ability to communicate with and command respect from students and serve as a role model to them.

**Experience**

1. One (1) year of Coaching and/or playing experience at the high school level required.
2. One (1) year of Coaching and/or playing experience at the college level preferred.

**Education**

Bachelor degree required.

**Certifications and/or Licensure**

CPR/First Aid

**Work Conditions/Environment**

Office setting as well as outdoor work in various weather conditions.

**Other**

Position requires evening and weekend work.

**Acknowledgement of Receipt and Agreement**

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature