POSITION DESCRIPTION

Position Title: **Assistant Cross Country and Track Coach / Student Advisor / Instructor**

Organizational Unit:	Reports To:	Revision Date:
Athletics	Head Cross Country & Track Coach Director of Athletics Division Chair HPE	3/19

I. Narrative General Description

The Assistant Cross Country and Track Coach reports to the head track coach and is responsible for assisting in the management of the varsity intercollegiate Cross Country and Track programs and teams.

II. Functional Responsibilities

A. Assist the head coach with practice sessions, workouts and coaching responsibilities assigned.
B. Assist the head coach in all facets of office work, study hall, admissions, compliance and recruiting as determined and set forth by the head coach.
C. Develops a comprehensive and functional knowledge of the sport and maintains thorough familiarity with all applicable college, NJCAA and KJCCC rules and regulations.
D. Scouts for and recruits quality student-athletes as directed by the recruiting philosophy of the Head Coach.
E. Assist in the implementation of the academic programs including the monitoring of individual student-athlete progress, the enforcement of study and tutorial programs.
F. Works with student-athletes and monitors adherence to team rules and regulations concerning conduct, appearance, behavior and class attendance.
G. Participates in public relations activities with media, civic groups and booster clubs to maximize exposure for the team and to assist in promotional/fundraising activities as directed by the Head Coach.
H. Will work with the head coach to ensure comprehensive cleaning, maintain and care for the locker room, weight room, equipment and the stadium when used.
I. Will work in conjunction with the head coach on facility related repairs and upgrades.
J. Will report any maintenance problems, which need to be addressed to the head coach.
K. Will assist with the implementation of the weight program.
L. Willingness to chauffeur athletes and equipment to and from practice and/or games.
M. Assist with the coordination of team travel, equipment issue and check in, inventory general administrative duties assigned.
N. Teach 12 credit hours per academic year as assigned by the Department Chair and/or Vice President of Learning.
O. Revise course material and update content maintaining current syllabus for each course taught.
P. Serve on college committees as appointed and actively participate in college and community activities.
Q. Participate in the development and implementation of the institutional assessment plan as required for North Central Accreditation.
R. Perform special assignments and related duties as assigned.
S. Meet attendance expectations as required for position which does include a willingness to work unusual hours including evenings and weekends.
T. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.

III. Required Knowledge, Skills, and Personal Qualifications

A. Ability to effectively work with various public and diverse populations. Human relation skills of ordinary courtesy, understanding and ability to stimulate motivation, confidence and enthusiasm in students.

B. Willingness to enforce institutional policies and procedures.
C. Ability to coordinate with campus personnel to resolve problem conflicts.
D. A knowledge of track and cross country.

IV. Required Experience

A. At least three years coaching/participation experience.

B. Teaching experience preferred.

V. Required Educational Background

Master's Degree required from a regionally accredited institution of higher learning recognized by the US Department of Education.

EQUAL EDUCATION STATEMENT: Coffeyville Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, conducts all educational program activities and employment practices without regard to race, color, religion, sex, national origin, age, marital status, ancestry or disabilities. CCC is an Equal Opportunity Institution.