JOB DESCRIPTION

Title: Athletics Department Fellow – Assistant Men’s and Women’s Track and Field Coach

Department: Athletics

Reports to title: Head Men’s and Women’s Track and Field Coach

Full Time: X Part Time: _______ Date Prepared: September 19, 2019

Job Group & Level: _______ Regular Daily Work Schedule: to

Pay Type: Weekly____ Monthly X____ Months Per Year: 12____ Hours Per Week: 40____

(Summer Months) Months Per Year: ____ Hours Per Week:____

1. Summary of Position: The Athletic Fellow - Assistant Men’s and Women’s Track and Field Coach will report to the Head Coach and is responsible for assisting the Head Coach in all aspects of a highly competitive NCAA Division III Track & Field program. The position will include responsibilities such as recruiting student-athletes, daily operations, practice planning, coaching, scouting, player development, meet management, and other duties as assigned by the Head Coach and Director of Athletics. It is preferred that this position coaches throws or sprints/hurdles or multis. Requires a variable schedule: night, weekend work, and overnight travel to away meets will be required. The Assistant Coach takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

This is a one year position with the possibility of renewal.

2. Principal Duties and Responsibilities:

60% Coaching

❖ Assist with coaching strategies and teaching methods to develop student-athletes’ skill and teamwork
❖ Analyze performance of teams and individuals and provide leadership and instruction
❖ Assist in pre-season, in-season, and post-season training and practice planning

30% Recruiting

❖ Participate in scouting and recruits prospective student-athletes
❖ Help monitor the progress of prospective student-athletes application process
❖ Help coordinate and organize potential student-athlete on-campus visits

10% Program responsibilities

❖ Compliance with College, NESCAC, and NCAA rules and regulations
❖ Perform any and all other related duties as assigned or directed by the head coach

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and
welcoming work environment.

3. **Internal-External Interaction/Communication:**
   Straightforward operational interactions/communications and collaboration across the College and conference schools.

4. **Education:** (include certifications and licenses)
   Required:
   - Bachelor’s Degree
   
   A valid driver’s license and successful credentialing is required in order to operate College vehicles.
   
   Preferred:

5. **Experience:** (List specific skills necessary to perform this job)
   Required:
   - Collegiate playing and/or coaching experience
   - Excellent interpersonal and written communication skills
   - Strong organizational and time management skills
   - An understanding of the role intercollegiate athletics in a highly competitive academic environment
   - Commitment to or experience working with a diverse community
   
   Preferred:

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)
   - Repetitive motions including arms, legs, hands, feet, wrists, fingers
   - Movement including bending, walking, crouching, running, jumping, throwing, standing
   - Visual – acute concentration/eye-hand coordination
   - Lift, carry, pull and push up to 20 pounds

7. **Decision Making:**
   Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies

8. **Supervision Exercised/Received:**
   Minimal supervision received

   Supervisory Responsibility: Yes [ ] No [X]
Number of Employees Supervised: ______