

**DAWSON COMMUNITY COLLEGE**  
**JOB DESCRIPTION**  
**2024**

**TITLE:** Asst. I Coach Cross Country/Track  
**DIVISION:** Athletics  
**STATUS:** 10 month, .5, non-renewable  
**DEPARTMENT:** Intercollegiate Athletics  
**SUPERVISION RECEIVED:** Head Coach  
**SUPERVISION EXERCISED:** Stipend coaches, Student Employees, Work Study Students

**SUMMARY OF WORK:** The Assistant I Coach will assist the Head Coach in the day-to-day operations of the athletic program including, but not limited to, evaluating talent, recruiting, eligibility, compliance, NJCAA documentation, public relations, scheduling, travel, roster management, organization of practices and all home games, camps, fundraising, coaching, player development, and other duties assigned by the Head Coach. The college expects coaches to promote and develop leadership, citizenship, academic excellence, athletic competitiveness, and community engagement. There is no guarantee of automatic annual contract renewal.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

**JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY**

**Nature of Work:** The assistant coach works in a wide variety of settings depending upon the nature of the sport. The assistant coach is instrumental in recruiting and retaining prospective student athletes to create a competitive team comprised of student-athletes who develop into effective players, leaders, citizens, and scholars. The recruitment process entails research of high school and transfer prospects, travel to events to observe and evaluate athletes' potential and talent, interaction with high school coaches and prospective students' parents and family members, coordinating and conducting campus visits, and executing letters of intent. The work also requires the ability to plan and execute a practice regimen that develops player and team skills, engages student-athletes in an appropriate strength and conditioning program, and balances commitment to the team with academic and civic commitments. The work includes planning of game-day activities for home games, which includes player and team preparation, recruitment of scorer's table volunteers, coordinating officials, and coordinating with Physical Plant and other college staff.

**Personal Contacts:** The assistant coach must interact with a wide variety of people in a professional and enthusiastic manner. The assistant coach interacts daily with students, student athletes, and fellow employees. The assistant coach interacts frequently with program volunteers, representatives of the Dawson College Foundation, members of the press, parents and prospective students, fans, and the public.

**Essential Functions:** This position requires the ability to: communicate orally and in writing; read written material; adhere to written policies and procedures for all recruiting, and retention activities; assist in the production of press releases and public service announcements; recruit students; and coordinate college events. Position must be physically able to operate a vehicle; flexibility to travel and be away from campus for up to three weeks at a time; sit and stand for long periods of time; carry advertising/recruiting materials weighing approximately 25 pounds; set up exhibits; move and haul advertising and recruiting displays; lift up to 30 pounds; fine motor skills for a computer and cameras; reach with hands and arms; perform finger and hand dexterity; use visual acuity; and be mobile. Employee must have a valid driver's license and be able to drive for long periods during morning, day and after dark; and in all seasons of Montana's weather.

## **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Earned Bachelor's degree or experience and education combination; Master's Degree preferred
- Three (3) years of coaching experience; Collegiate coaching experience preferred
- Playing experience; Collegiate playing experience preferred
- Excellent team leadership and management skills, including the ability to motivate, build consensus, evaluate performance, and facilitate training and professional development.
- Maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Demonstrated high-quality oral and written communication skills.
- Ability to travel and work evenings and weekends, as necessary.
- Knowledge of NJCAA rules and regulations
- Must have a valid U.S. state driver's license.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.**

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**This institution is an equal opportunity provider.**

### **COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

**Background checks are required prior to employment.**

### **INQUIRIES MAY BE DIRECTED**

**TO:** Human Resources Department

hr@dawson.edu 406-377-9430

**This institution is an equal opportunity provider.**

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

**Qualified protected class individuals are encouraged to apply.** Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

**Nondiscrimination Policy:** Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to

access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Josh Engle, Title IX Coordinator. Telephone: (406) 377-9491. Email: [jengle@dawson.edu](mailto:jengle@dawson.edu). Mailing Address: 300 College Drive, Glendive, MT 59330.

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: [yboysun@dawson.edu](mailto:yboysun@dawson.edu). Mailing address: 300 College Drive, Glendive, MT 59330.

Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: [mhull@dawson.edu](mailto:mhull@dawson.edu) Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safetyreport>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) \_\_\_\_\_

DATE: \_\_\_\_\_

REVIEWED BY (EMPLOYEE SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_