DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
2022

POSITION TITLE: Assistant 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 Coach I will assist the Head Coach in the day to day operations of the athletic program including, but not limited to, 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.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:
Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a "caring regard" for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and "caring regard" for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

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

JOB CHARACTERSTICS 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.

AREAS OF ACCOUNTABILITY AND PERFORMANCE

- Perform all coaching duties (e.g., recruitment, practice regimen, planning, student-athlete development, competition strategy, etc.) necessary for create and maintain a competitive intercollegiate athletic team
- Effectively motivate, teach, develop, and supervise students from diverse backgrounds and with various levels of maturity by developing and maintaining professional and appropriate relationships with student-athletes and students involved with the team
- Oversee college and rented facilities and help ensure they are well maintained and safe for practice and competition.
- Appropriately represent the college during competition, team travel, recruitment, and when interacting with the press and the public.
- Assist with advisement and registration of student-athletes.
- Attend department and college meetings, commencements.
- Participate and work collaboratively to enhance visit days, orientations, and other events.
- Participate in college committee structure as directed.
- Contribute to the overall operation of the Intercollegiate Athletics department by working collaboratively with fellow coaches and college administrators.
- Coordinate local and national media for the sport by working closely with the college's Marketing Committee to ensure a consistent unified message.
- Contribute content to ensure the Intercollegiate Athletic department website is current and informative.
- Work with the Sports Information Director to upload statistics and other relevant information the website.
- Help with fundraising efforts for the program, department and college.
- Coordinate and/or take photographs for department and college use.
- Assist with the development of team media guides.
- Participate in the enhancement of game-day atmosphere through music, event marketing, special appearances, and promotions.
- Assist with game film production and exchange.
- Maintain list of individual and team performance records.
- Schedule and maintain office hours as required.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Perform other duties as assigned.

PERFORMANCE STANDARDS

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices and reporting hierarchy. Change Management - Communicates changes effectively.
- Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
- Assessment – Assesses annual performance and works closely with Supervisor.
- Supports and promotes a positive image of Dawson Community College.

EDUCATION AND EXPERIENCE:

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

- Earned Associate's degree and/or 2 years of playing/coaching/recruitment experience at the college or professional level or equivalent combination of education and experience
- Excellent team leadership and management skills, including 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 evening and weekends, as necessary.
- Valid Montana 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.

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 of1986. 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:

Daisy Nyberg, Title IX Coordinator. Telephone: (406) 377-9412. Email: dnyberg@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

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

Matt J. Hull, Dean of Academics, ADA Coordinator. Telephone: (406) 377-9434. Email: 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: _____