

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Throws Coach (Shot Put, Discus, Javelin)

DATE: June 2025

SUPERVISION RECEIVED: Head Track & Field Coach

POSITION NUMBER: _____

DEPARTMENT: Athletics – Track & Field

FLSA STATUS: Seasonal, Part-Time

SUPERVISION EXERCISED: Student Employees;
Work Study Students

SALARY RANGE: \$

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

SUMMARY OF WORK: Dawson Community College is seeking a dedicated and knowledgeable **Throws Coach** to lead and develop student-athletes in the throwing events: shot put, discus, and javelin. The ideal candidate will have a strong background in track and field, a passion for teaching, and the ability to motivate and mentor student-athletes. This position plays a vital role in the overall success of the track & field program. The Throws Coach will provide an outstanding service experience that is efficient and effective in a manner that is student-centered and reflective of the College's mission and values.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

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

JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:

- Plan, organize, and conduct safe and effective training sessions for shot put, discus, and javelin athletes.
- Instruct student-athletes in proper techniques, conditioning, and competition strategies.
- Provide individualized coaching to enhance skill development and improve performance.
- Assist with recruiting and evaluating prospective student-athletes.
- Monitor academic progress and encourage student-athlete success in the classroom.
- Collaborate with the Head Coach and athletic staff to plan meet travel, equipment needs, and team logistics.
- Ensure compliance with institutional, conference, and NJCAA regulations.

Nature of Work: Serve our potential students, community and colleagues and articulate the value of the College's residential, education experience to different types of people in large groups or individually. This position will require frequent overnight travel days as well as evenings and weekends to perform job functions.

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 employer and provider.

Required Qualifications:

- Bachelor's degree required.
- Prior coaching experience at the high school level is required.
- Knowledge of biomechanics and technique for shot put, discus, and javelin.
- Strong communication, organization, and interpersonal skills.
- Valid Montana driver's license.

Preferred Qualifications:

- Collegiate coaching experience.
- Familiarity with NJCAA, NAIA, or NCAA rules and eligibility standards.
- Experience with recruiting and mentoring student-athletes.
- CPR/AED and First Aid certification

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Three professional references (names, addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department hr@dawson.edu
406-377-9430

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 as well as information to conduct a background check.

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.

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 these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.
Telephone: (406) 377-9412. **Email:** dnyberg@dawson.edu. **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive, Glendive, MT 59330