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## **JOB DESCRIPTION**

**POSITION:** Assistant Coach - Varsity Track

**REPORTS TO:** Athletic Director

### **SUMMARY:**

The Assistant Track Coach is responsible for managing various aspects of the track program, such as recruiting within the school, assisting with the scheduling of opponents, sport specific training, sport specific coaching, and recruiting, hiring, and training of coaching staff. The Assistant Track Coach is required to abide by the MHSAA, SMAC and MCS Athletic Department rules and regulations.

### **QUALIFICATIONS:**

- 1-3 years of experience as a track coach.
- Experience running track at the high school, collegiate, or professional level.
- Must possess effective coaching techniques and skills.
- Must possess knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, students, and staff.
- First Aid/ CPR Certification
- Ability to pass a background check and be cleared to work with student athletes.

### **RESPONSIBILITIES:**

- Recruit within the school, train, and coach the members of the track program.
- Assist with the development and promotion of the track program.
- Coordinate with Varsity Head Coach to ensure consistency and vision throughout the program.
- Assess players skill, assist with making cuts when necessary, and assigning team positions.
- Assist with organizing and scheduling practice.
- Assist with maintaining and securing all track equipment and uniforms.
- Administrative tasks as assigned by the athletic department and varsity head coach.
- Attend a preseason meeting with all athletes and their parents.
- Follow established procedures in the case of an athlete's injury.
- Represent Mattawan Consolidated Schools professionally at all times.
- Model proper behavior and sportsmanship in your everyday life and interactions.
- Incorporate the school's mission into the track program.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire classroom, and moving light furniture may be required.

**SAFETY AND HEALTH:**

Knowledge of universal hygiene precautions.

**EQUIPMENT/MATERIALS HANDLED:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**WORK ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Job responsibilities may include both inside and outside duties. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**TERMS OF EMPLOYMENT:**

Compensation per Mattawan Education Association collective bargaining agreement.