September 16, 2014
Part-time Assistant Track & Field Coach
(Indoor and Outdoor Seasons)
1 opening
Application Deadline: Open until filled.

General Statement of Duties: Under the general supervision of the Head Track & Field coach, the assistant coach’s main responsibilities will be the recruitment of prospective student-athletes. S/he will also conduct instructional practices, coach the technical aspects of track and field events and promote all aspects of the Roxbury Community College Track & Field program. The assistant coach is expected to follow and comply with all NJCAA rules and regulations, policies of Roxbury Community College and the Reggie Lewis Track & Athletic Center.

Supervision Received: Reports to the Head Track and Field Coach

Responsibilities & Functions (not intended to be an exhaustive list):

- Coordinate the recruitment of student-athletes as directed by the head coach consistent with NJCAA rules and regulations
- Conduct instructional practices for student-athletes
- Assist with the organization, administration and implementation of the Track & Field program.
- Assist with the coordination and submission of meet entries
- Coordinate community outreach activities for student-athletes.
- Assist with pre-season conditioning program for student-athletes.
- Monitor the academic progress of student-athletes to improve retention
- Perform administrative related duties as assigned by the head Track & Field Coach
- Assist with the coordination of fund-raising opportunities for the program
- Travel with team to meets
- Other duties as assigned by head track and field coach

Qualifications:

- Bachelors Degree preferred
- Three to five years’ experience in coaching and/or competing at a higher education institution or high school level required.
- Knowledge and understanding of institutional, NJCAA and or NCAA policies and procedures, Roxbury Community College rules and conference rules are required.
- Knowledge of recruiting in Massachusetts and ability to judge high school competitors for talent to compete on the collegiate level
- Ability to instruct Track and Field related skills
- Excellent interpersonal, written and oral communication skills required
- Ability to work flexible hours required.

Compensation: $2,500.00 - $4,500.00 Stipend (depending upon experience)

To Apply: To ensure full consideration, send your resume, a letter of interest, salary history, and three references, to:

Roxbury Community College  
Human Resources Department, re: Assistant Track & Field Coach  
1234 Columbus Avenue  
Roxbury Crossing, MA 02120  
Email: jobs@rcc.mass.edu  
Fax: 617-541-5365  
For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

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