

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT HEAD TRACK COACH

PAY - \$10,000-\$15,000 (annual, DOE)

JOB TYPE - Part-time

DEADLINE - Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - Athletics

REPORTS TO - Athletics Director

This position is responsible for all aspects of coaching an intercollegiate track team. The track coach works closely with the Athletic Director to ensure the proper management of the track program.

QUALIFICATIONS

MANDATORY: Experience as a track participant and three to five years high school or college level coaching experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Previous experience in recruiting athletes. Effective organizational and verbal and written communication skills. Must be or become familiar with NWAACC (Northwest Athletic Association of Community Colleges) rules.

PREFERRED: Experience as a track participant at any collegiate level.

SPECIAL LICENSE/CERTIFICATE: Valid driver's license and required to complete in-house passenger van certification for team travel; successfully complete appropriate coaching certificates.

ESSENTIAL FUNCTIONS

Hire assistant coach(es) and volunteer(s) as needed, with approval from Athletic Director.

Coordinate proper and timely issue and return of uniforms and other equipment.

Ensure adequate physical conditioning and skill development of track athletes.

Manage financial travel disbursements and remittances.

Develop and manage departmental budgets working closely with Athletic Director.

Responsible for recruiting and player development.

Responsible for the conduct of players on and off the field during the academic year.

Responsible for reporting game results and scores to local media and league information sources.

Responsible for team fundraising events.

Coach, teach, lead, and prepare student-athletes for future success; act as a role model to the students.

Communicate effectively with departmental staff, student athletes, and other staff on campus.

Drive team to games and practices in college vans, when necessary.

Support and promote athletics, in particular the track program.

Attend meetings relevant to the track program; attend regularly scheduled coaches meetings.

Responsible for the following:

- Team practice times and locations.
- Team meetings at the beginning and throughout the year.
- Nomination of players for conference recognition.
- Preparation of statistics for conference reporting.
- Proper notification to faculty and athletes of practices and game schedules.
- Athlete compliance with school and conference eligibility.
- Formulation of pre-league and league schedules.

This announcement covers the most significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

TERMS OF EMPLOYMENT

This is a part-time, exempt, salaried position. Salary range is \$10,000-\$15,000 per year, depending upon experience (may be pro-rated, when applicable).

BENEFITS

No benefits other than when eligible for the Oregon retirement plan (PERS/OPSRP).

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position

- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

**TREASURE VALLEY COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.