

FORT SCOTT COMMUNITY COLLEGE
Position Description AT11

NAME:

JOB TITLE: Assistant Rodeo Coach

DIVISION/DEPARTMENT: Rodeo

RESPONSIBLE TO: VP of Students

MONTHS PER YEAR: 12

HOURS PER WEEK: Exempt

UPDATE: 01/2021

CREDENTIALS/SKILLS:

Bachelor's Degree preferred

Well rounded knowledge of rodeo events, with coaching experience preferred

Welding ability

Ability to work effectively with fellow workers, students, and general public

DUTIES AND RESPONSIBILITIES:

1. Care and management of stock and other activities relating to rodeo arena.
2. Assist with recruiting of students.
3. Assist in managing work study students.
4. Will be a live-in position located at the Greyhound Lodge.
5. Duties will include supervision of the residents located at the Greyhound Lodge. Rounds will be conducted daily to maintain cleanliness of the facility and safety to the residents.
6. Submit work orders to maintenance issues that may arise at the Greyhound Lodge, as necessary.
7. Communicate with security, Dean of Students, and local law enforcement to provide a safe living environment at the Greyhound Lodge.
8. Assist students on a daily basis with general questions and concerns
9. Report damage to equipment, building, furnishings, and rooms
10. Responsible for the distribution of residential life handbooks
11. Responsible for assessing fines for destruction of dormitory property, non-attendance of required dorm meetings, and room cleanliness
12. Responsible for all dorm check-ins and check-outs; and maintain check-in and check-out lists
13. Inventory student furnishings twice yearly
14. Perform and document dorm room checks twice monthly. File room reports as required.
15. Document and maintain all dorm incidents. Report all incidents to the Director as soon as possible
16. Perform and document dorm fire and storm drills twice yearly
17. Maintain appropriate records as required by school policy and legislative action
18. Complete inspection of all facilities after graduation
19. Distribute and maintain key control, access cards, mailbox keys, order necessary replacement and assess replacement fees
20. Coordinate with campus personnel to complete dorm contracts
21. Other duties as assigned by supervisor