

POSITION DESCRIPTION

TITLE: **Assistant Cross Country and Track & Field Coach – (Exempt)**
10 Month (August 1 through May 31), Full Time

Collective Bargaining – Ineligible – Managerial

Definition – The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Assistant Cross Country and Track & Field Coach is responsible for assisting in the management of all phases of highly competitive NCAA Division III Cross Country and Track & Field programs which includes recruitment of qualified student-athletes; coaching of assigned events during practice and competition for men's and women's programs; administration, organization, and evaluation of all aspects of the program; and adherence to all NCAA Division III, conference and institutional policies and procedures. This position reports to the Director of Cross Country/Track & Field.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Assists in recruiting qualified student athletes; including tours and scheduling overnight visits.
- On-the-track coaching at practice and meets within NCAA approved guidelines.
- Analyzes and identifies opponents' strengths and weaknesses to develop meet strategies.
- Assists in organizing and conducting effective training sessions.
- Manages inventory of all equipment and uniforms.
- Reviews and upholds all NCAA, Conference, and SMCM rules, regulations and policies.
- Assists in the preparation of alumni events and programs.
- Assists in the coordination of team travel, housing and meals for away game events.

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- Demonstrates a high level of leadership, sportsmanship, and personal and ethical conduct becoming of a public honors college, the Conference, the NCAA and the appropriate professional coaching association.
- Reviews annually the NCAA, Conference, and sport rules.
- Attends all required Conference and SMCM coaches' meetings.
- Communicates and cooperates with the training staff regarding athlete medical clearance, injury prevention, rehabilitation and the status of injured athletes.
- Prepares and implements pre- and post-season conditioning programs.
- Holds regular meetings with team members to identify problem areas and to track progress and to motivate.
- Sets up, conducts and cleans up practice sessions.
- Assists in designing and implementing weight training program for student-athletes.
- Attends meets to evaluate prospective student-athlete's talent.
- Communicates and cooperates with the Director of Athletic Communications regarding the promotion of the team and individuals.
- Communicates, cooperates and assists the athletic and institutional staff with the daily management of the sport program.
- Serves as a Campus Security Authority in accordance with the Clery Act.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required; Master's degree preferred.
- Experience at the college level preferred, as well as experience coaching Sprints, Hurdles, and Relays. Certified level One by the USATF or USTFCCCA preferred.
- Knowledge of NCAA and Conference rules and regulations.
- Working knowledge and skilled in various computer packages (MS Suite and Google).
- Must possess a valid driver's license.
- Ability to travel, work nights and weekends required.
- Ability to lift approximately fifty (50) pounds.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.