

## POSITION DESCRIPTION

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**TITLE: Director of Cross Country and Track & Field – (Exempt)  
11 Month, 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.**

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### **JOB SUMMARY:**

The Director of Cross Country and Track & Field is responsible for managing all phases of competitive NCAA Division III athletic programs in Cross Country and Indoor and Outdoor Track & Field. Responsibilities include recruitment of qualified student-athletes; scheduling of meets; administration, organization, and evaluation of all aspects of the program; adherence to all NCAA Division III, conference and institutional rules and procedures. This position is full time and reports to the Director of Athletics.

### **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 the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Recruits and enrolls qualified student athletes.
- Works with the admissions staff and the athletics recruiting coordinator in providing information to any interested prospective student athlete.
- Communicates contacts with prospective student athletes to the Director of Admissions.
- Advises and directs all squad members, captains, team representatives, managers.
- Schedules and arranges practices and competitions.
- Prepares a schedule that complies with department policy, goals and objectives.
- Supervises all assistant coaches.
- Organizes and conducts efficient training sessions.

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- Scouts and prepares student athletes for opponents through effective meet strategies.
- Reviews and upholds all SMCM, NCAA, CAC, and NEAC rules, regulations and policies.
- Plans, prepares, and conducts alumni events and programs.
- Prepares and submits a sport budget for approval as requested by the director.
- Administers the sport's budget in a fiscally responsible manner.
- Coordinates team travel, housing and meals for away events.
- Submits travel itinerary for each away contest.
- Demonstrates a high level of leadership, sportsmanship, and personal and ethical conduct becoming of a public honors college, the CAC, NEAC, NCAA and appropriate coaching associations.
- Reviews annually the NCAA, CAC, NEAC, and sport rules and adheres to them.
- Attends all required SMCM coach's meetings and CAC and/or NEAV coach's meetings.
- Communicates and cooperates with the athletic training staff regarding athlete medical clearance, injury prevention, rehabilitation and the status of injured athletes.
- Submits meet and practice requests to the appropriate personnel.
- Notifies the appropriate personnel of any roster additions or deletions as soon as possible.
- Assures that all meet and practice uniforms, clothing, and equipment are returned to the equipment room within one week of the last contest.
- Communicates, cooperates and assists the athletic and institutional staff with the daily management of the sport program.
- Develops promotional events and strategies for home contests.
- Serves as Campus Security Authority.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required, Masters preferred.
- Experience at the college level and coaching at the intercollegiate level preferred.
- Knowledge of NCAA rules and regulations.
- Excellent organization and communication skills.

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- Current certifications in CPR-FPR, Basic First Aid.
- Must possess a valid driver's license.
- Ability to travel required.
- Ability to lift approximately thirty (30) 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.