

POSITION DESCRIPTION

HEAD COACH-MEN'S & WOMEN'S CROSS-COUNTRY

DEPARTMENT: ATHLETICS

CLASSIFICATION: PART-TIME (10 MONTH POSITION)

SALARY: \$15,000

FUNCTION: Coach the women's and men's Cross-Country teams with other duties including recruitment, practice and race day coaching, fundraising, conditioning of athletes, supervision of athletes, maintenance practice facility and equipment, award and maintain Cross Country scholarships, budgets, and arrange travel and meals.

REPORTS TO: ATHLETIC DIRECTOR

MAJOR RESPONSIBILITIES:

- Teach all aspects of the sport of Cross Country through fundamentals in daily practice sessions.
- Recruit and maintain an active team roster for both women's and men's teams in order to develop a competitive team.
- Develop and evaluate each athlete's performance.
- Conduct and supervise all practices.
- Schedule and attend all contests.
- Coordinate with facilities to establish and maintain a Cross Country course with access for students, competitors, and spectators.
- Ensure students comply with all athletics policies and procedures (curfews, room checks, health protocols, etc.).
- Coordinate team travel arrangements, lodging, and travel itineraries.
- Arrange special meals with campus food service when games interfere with the regular dining schedule.
- Report race results and information to all media outlets, as needed.
- Assist with maintenance and updates to the athletics/Cross Country portion of the website.
- Coordinate maintenance of Cross-Country program equipment.
- Coordinate and supervise fundraisers and appropriately manage fundraising budget.
- Appropriately manage, in cooperation with the Athletic Director, the Cross-Country budget.
- Appropriately manage the Cross-Country scholarship budgets.
- Award scholarships and maintain proper documentation.

- Supervise and assist student-athletes in community projects.
- Maintain office hours and correspondence files.
- Perform other related tasks as assigned by the Athletic Director.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- Experience teaching, developing, and coaching Cross Country.
- Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, parents, and community members.
- Ability to communicate effectively with a variety of people, including staff, students, parents, and the general public, in both written and oral mediums.
- Understanding of and commitment to the college philosophy and mission.
- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Clinton College Network environment.
- Ability to use E-mail.
- Ability to perform basic Word and Excel functions.

PREFERRED QUALIFICATIONS:

- Master's Degree.
- Three successful years of Collegiate level Cross Country coaching.

WORKING ENVIRONMENT:

- Sometimes indoors in a gym, office or classroom environment with minimal exposure to temperature changes, noise, dust or chemicals; outside during games and practices with exposure to outside elements.
- A neat appearance and appropriate apparel are required.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS:

- Position will involve mobility within the campus facilities and various sites including outdoor competition locations.
- Ability to lift up to 50 pounds, work with athletic equipment, etc.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Head Coach-Men's and Women's Cross-Country". The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.