



# Monmouth COLLEGE

## DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

<b>POSITION TITLE:</b>	ASSISTANT CROSS COUNTRY / TRACK & FIELD COACH WOMEN & MEN
<b>PERSONNEL CLASSIFICATION:</b>	ADMINISTRATIVE STAFF, FULL-TIME EXEMPT
<b>DEPARTMENT:</b>	ATHLETICS
<b>POSITION SUPERVISOR:</b>	HEAD TRACK & FIELD COACH
<b>DEPARTMENT HEAD:</b>	ASSOCIATE VICE PRESIDENT OF STUDENT LIFE

**PRIMARY DUTIES/RESPONSIBILITIES:** The Assistant Cross Country/Track and Field Coach provides assistance to the Head Track Coach with regard to coaching and recruitment of track and field athletes. As Assistant Cross Country/Track and Field Coach he/she provides assistance to the head coach as directed. Specific duties may include, but are not necessarily limited to the following:

1. Assist with the teaching the sports of cross country and track and field to student athletes at Monmouth College.
2. Assist with the evaluation, recruitment and retention of CC-Track & Field athletes at Monmouth College.
3. Assist with meeting the recruitment and retention goals set and assessed annually by the College.
4. Assist with visiting and for recruitment purposes prospective students and their families following the guidelines of the Midwest Conference and NCAA Division III.
5. Knowledge and experience working with athletes in the Hurdles, High jump, relays, sprints and/or mid distance/cross country is desired.
6. Assist the Head Coach with recruitment reports.
7. Assist with daily planning, organization and supervision of practices and competitions.
8. Contribute to the overall program of a residential college.
9. Other duties as assigned.

**WORK RELATIONSHIPS:** Reports directly to the Head Track & Field Coach who reports to the Athletic Director and through the Director to the Vice President for Student Life. The Assistant Coach also works directly with other members of the Athletic Department and Student Affairs Staff, and has daily contact with students, staff, faculty, and persons outside the campus community. Contact with prospective students and their parents as well as a high school and community college coach is expected.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** Bachelor's Degree required, Master's preferred. Effective experience as a college or university cross country/track & field coach. Valid driver's license and satisfactory driving record required.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Knowledge of principles, methods and techniques associated with CC/Track & Field. Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organization and supervision skills. Excellent communication skills. Maintain valid driver's license and  
ATH Asst. CC / Track & Field Coach FT 09-30-21

satisfactory driving record. Willingness and ability to work effectively with all campus and associated constituencies. Have a working familiarity with computer systems (including social media).

**PHYSICAL REQUIREMENTS:** Work is normally performed in a gymnasium or game field setting with some travel via automobile to/from away matches required:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities.
- Occasionally required to move or transport (lift) items weighing up to 25 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**GENERAL EXPECTATIONS OF POSITION:** Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, vice president or the President.

This is a full time, twelve-month position annually.

Updated: September 30, 2021