



Monmouth

COLLEGE

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	HEAD MEN'S & WOMEN'S CROSS COUNTRY COACH/ ASSISTANT TRACK AND FIELD-DISTANCE
PERSONNEL CLASSIFICATION:	ADMINISTRATIVE STAFF, FULL-TIME-EXEMPT
DEPARTMENT:	ATHLETIC DEPARTMENT
IMMEDIATE SUPERVISOR:	DIRECTOR OF ATHLETICS
DEPARTMENT HEAD:	ASSOCIATE VICE PRESIDENT OF STUDENT LIFE

POSITION OVERVIEW: The Head Men's and Women's Cross Country Coach is responsible for all aspects of the men's and women's cross country/track and field distance program as well as being committed to the academic mission of the College. The Head Coach teaches the sports of cross country/track and field distance to student athletes, and provides for the coaching, recruitment and retention of men's and women's cross country athletes.

PRIMARY DUTIES/ESSENTIAL RESPONSIBILITIES: Specific duties may include, but are not necessarily limited to the following:

1. Coach men's and women's cross country team/assist with distance events in track and field, coaching and teaching the sport of cross country/distance events to student athletes;
2. Work with cross country/distance athletes providing daily planning, organization and supervision of practices and competitions, and complete all associated logistics;
3. Supervise assistant coaching staff providing direction, oversight and evaluation;
4. Provide annual assistant coaching staff evaluation reports to the Director of Athletics;
5. Evaluate, recruit and retain men and women distance runners to Monmouth College;
6. Meet recruitment and retention goals set by the College;
7. Visit for recruitment purposes prospective students and their families following the guidelines of the Midwest Conference and NCAA DIII;
8. Provide recruitment and retention reports to the Director of Athletics; and,
9. Contribute to the overall program of a residential college.

SECONDARY RESPONSIBILITIES:

1. Depending on qualifications, event management and/or teaching duties as assigned; and,
2. Other duties as assigned.

WORK RELATIONSHIPS: Reports directly to the Director of Athletics (AD) and through the AD to the Associate Vice President for Student Life. The 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. Significant contact with prospective students and their parents as well as high school and community college coaches is expected.

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

SKILLS, KNOWLEDGE, AND ABILITIES: Knowledge of principles, methods and techniques associated with cross country/distance running events. 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 satisfactory driving record. Willingness and ability to work effectively with all campus and associated constituencies.

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: Regular and predictable attendance on the job is an essential function of the position. Maintain office hours as needed or assigned. Work weekends and evenings as necessary. Work additional hours as necessary to successfully carry out all position responsibilities and to achieve the position's goals and expectations. Conduct is expected to be professional and courteous. Maintain confidentiality. Duties and responsibilities are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

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: May 21, 2021