



JOB TITLE: Assistant Coach, Track & Field / Weight Room Manager
DEPARTMENT: Athletics
SUPERVISOR: Head Coach, Track & Field / Cross Country
FLSA STATUS: Full Time, Non-Exempt

MAJOR PURPOSE:

The purpose of the Assistant Coach, Track & Field / Weight Room Manager position is to partner with the Cross Country / Track & Field Head Coach to develop Christ-centered excellence, to mentor and challenge student-athletes to grow spiritually (discipleship), academically, athletically, to provide opportunities for Christian service through the medium of athletic competition and to be consistently competitive at the championship level. Additionally, this position will be responsible for providing primary oversight of the day to day operations of WJU's Philip C. Adamick weight room facility which serves the community of WJU students, athletes, faculty and staff. This position must abide by rules and regulations established by William Jessup University, the NAIA (National Association of Intercollegiate Athletics) and the GSAC, (Golden State Athletic Conference).

TRACK & FIELD ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide Christ-like (biblical) leadership for the Track & Field program and athletic department.
2. Assist Head Coach to recruit and graduate student-athletes who maintain the standards of the university and department at the direction of the head coach.
3. Support the head coach in scheduling practices, games, transportation/accommodations and travel itineraries for road games as directed by the Head Coach.
4. Disciple and assist with character development of student-athletes.
5. Support summer missions opportunities for student-athletes.
6. Represent the University at conference and national meetings as assigned.
7. Assist and provide fundraising and public relations efforts aimed to support of the Athletic Department as well as Track & Field program as directed by the Head Coach.
8. Attend mandatory coaches and departmental meetings.
9. Complete other duties as assigned.

WEIGHT ROOM MANAGER ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee and lead all daily, weekly, monthly and yearly operations of weight room.
2. Hire, supervise, schedule and manage weight room employees in accordance with Human Resource guidelines, including review of timecards.
3. Consistently ensure all equipment is safe and operable. Initiate repair when necessary with approval of Senior Associate Athletic Director.
4. Develop and monitor all cleaning and sanitation protocol (daily, weekly, monthly schedule).
5. Develop, implement and execute all facets of weight room calendar, schedule and policy including equipment purchase, rotation and maintenance schedule with approval of Senior Associate Athletic Director.
6. Enforce all weight room rules.

QUALIFICATIONS

Qualified applicants should have a Bachelor's Degree (Master's Degree preferred); must demonstrate a minimum of three years serving as a successful assistant college coach at a NCAA Division I, II or III, NAIA or five years at a Junior College institution. Applicants must demonstrate a history of successful individual or team regional and/or national accolades. He/she must be an effective public speaker,

positive/personable, and demonstrate successful recruitment and graduation of high academic achieving students, coordination or participation of community service and college engagement activities, and camps and clinics. The successful candidate must have the ability to market the great academic opportunities at William Jessup University and its affordability.

EDUCATION/CERTIFICATIONS:

- Bachelor's Degree in Kinesiology preferred.
- Master's degree preferred
- Required - current certification from any American Red Cross, AHA, or other approved First Aid/CPR/AED course.
- Certifications in Exercise and Fitness.

REQUIRED KNOWLEDGE/EXPERIENCE:

- A minimum of 3 years coaching experience at the college level or 5 years at the Junior College level.

SKILLS/ABILITIES:

- A strong and visible Christian faith.
- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, students and the community.
- Should have a valid driver's license and, if driving students, be eligible to drive according to WJU insurance requirements.
- Good organizational skills and the ability to work unsupervised
- Maintain confidentiality of information, data and records
- Strong customer service skills
- Supervise visitors and keep others accountable
- Attention to detail
- Strong written, verbal, and interpersonal communication skills
- Self-motivated

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

While working as Weight Room Manager, the employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions. While working as the Assistant Coach for Track & Field, much of the employee's working time will be spent outdoors on sports fields in all types of weather and might require standing for long periods, working with equipment or machinery and, being able to walk, run, kneel, crouch, stoop or crawl. Travel may be required for this position.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands

and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date