



JOB TITLE: Assistant Coach Track & Field
DEPARTMENT: Athletics
SUPERVISOR: Head Coach, Cross Country / Track & Field
FLSA STATUS: Part time, Seasonal, Non-Exempt

MAJOR PURPOSE:

The purpose of the Assistant Coach - Track & Field position is 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. This position provides support for specific internal operations for the athletic department and 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).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide Christ-like (biblical) leadership for the Track and Field program within the athletic department at William Jessup University and in accordance with the WJU Community Covenant.
2. Assist the head coach to recruit and graduate student-athletes who maintain the standards of the university and department.
3. Assist the head coach to schedule meets, transportation/accommodations and travel itineraries with the approval of the head coach.
4. Disciple and assist with character development of student-athletes.
5. Represent the university at conference and national meetings as assigned.
6. Assist and provide fund raising efforts aimed to support the Athletic Department as well as the Cross Country / Track & Field program.
7. Assist in the development of public relations with local constituencies aimed at gaining support for Cross Country / Track & Field as well as all athletic programs.
8. Attend mandatory coaches and departmental meetings.
9. Responsible for a variety of administrative support duties as assigned by the head coach as directed.
10. Complete other duties as assigned.

QUALIFICATIONS

Qualified applicants should have a Bachelor’s Degree as well as experience serving as a successful assistant college coach at a prior institution or, other related experience. 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 preferred
- Master’s degree preferred

REQUIRED KNOWLEDGE/EXPERIENCE:

- A minimum of 3 years coaching experience at a high level program.
- A clear understanding of the sport of Track & Field.

SKILLS/ABILITIES:

- A strong and visible Christian faith.
- Strong organizational skills, proficiency in oral and written communication, public relations skills, and strong self-motivation characteristics.

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:

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