



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

MAJOR PURPOSE:

The purpose of the Assistant Coach - Cross Country and 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. Responsible for a variety of administrative support duties as assigned by the head coach.
3. Recruit and graduate student-athletes who maintain the standards of the university and department as assigned by the head coach.
4. Provide day-to-day training, including strength and conditioning, of Track and Field/Cross Country student-athletes as assigned by the head coach.
5. Schedule meets, transportation/accommodations and travel itineraries as assigned and approved by the head coach.
6. Provide fund raising efforts aimed to support the Athletic Department as well as the Cross Country / Track & Field program as assigned by the head coach and the Athletic Department.
7. Disciple and assist with character development of student-athletes.
8. Represent the university by attending conferences, national meetings, and professional development seminars as assigned by the head coach and the Athletic Department.
9. 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.
10. Attend mandatory coaches and departmental meetings.
11. Complete other duties as assigned.

QUALIFICATIONS

Qualified applicants must have a Bachelor's Degree (Master's Degree preferred); must demonstrate a minimum of three years serving as a successful collegiate coach or a minimum five years as a successful high school coach. Applicants must demonstrate a history of coaching successful individual and teams with conference, regional and/or national accolades. They must be an effective public speaker, positive/personable, and demonstrate successful recruitment and graduation of high academic achieving students- athletes. Coordinate and participate in community service, college engagement activities, and camps and clinics. The successful candidate must have the ability to market the great academic and athletic opportunities at William Jessup University and its affordability.

EDUCATION/CERTIFICATIONS:

- Bachelor's degree required
- Master's degree preferred

- USATF Level II Certification preferred

REQUIRED KNOWLEDGE/EXPERIENCE:

- A minimum of 3 years coaching Track & Field / Cross Country at the collegiate level, a minimum of 5 years coaching Track & Field / Cross Country at the high school level, OR applicable collegiate experience and/or training.
- A valid driver's license and, if driving student, be eligible to drive according to WJU insurance requirements.

SKILLS/ABILITIES:

- A strong and visible Christian faith.
- Strong organizational skills with proficiency in oral and written communication.
- Proficiency in Google Workspace and/or Microsoft Office products.
- Ability to maintain confidentiality of information, data, and records.
- Ability to travel for a significant amount of time during the Track & Field/Cross Country seasons including nights and weekends.

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:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, carpeted floors, court with hardwood floors, concrete floor warehouse, and outdoor grassy areas. The employee may be exposed to sun when working outdoors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Repetitive motions using a computer keyboard
- Rising and sitting repeatedly
- Ability to lift, pull, grasp, pass, catch, stoop, reach and demonstrate in game, practice or training environment and to execute daily office related tasks
- Will regularly require physical activity like walking, passing, shooting, catching, demonstrating on a consistent basis
- May require climbing stairs indoors or outdoors to various spaces on and off campus
- Regularly requires the ability to drive student-athletes to and from contests and team functions as well as driving to and from recruiting events

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to stand and walk. The employee is required to reach with hands and arms. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

