



JOB TITLE: Assistant Coach, Cross Country/ Track & Field
DEPARTMENT: Athletics
CAMPUS: Portland
SUPERVISOR: Head Coach, Cross Country/Track & Field
FLSA STATUS: Exempt

MAJOR PURPOSE

This coaching position provides leadership in support of the Head Coach in all facets of the program. The position collaborates with the Head Coach for maintaining a consistently competitive program including instruction, recruiting, and retaining student-athletes, scheduling opponents, coordinating team travel, individual training, coaching team members, as well as other duties assigned by the Head Coach. This position mentors and challenges student-athletes to grow spiritually (discipleship), academically, and athletically in order to provide opportunities for Christian service through the medium of athletic competition. The assistant coach is required to abide by the rules, policies, regulations, and compliance standards established by Jessup University's written mission and vision statement, as well as the NAIA and Cascade Collegiate Conference (CCC).

This position is 100% in person either on the campus or at off site venues. Travel and weekend hours are required.

ESSENTIAL FUNCTIONS

- Instructs student-athletes in the techniques required to excel in their sport
- Provides Christ-like (biblical) leadership in collaboration with the head coach and sport administrator for the program and athletic department
- In partnership with the head coach, successfully recruits and graduates quality student-athletes of high moral character and integrity
- Mentors and supervises student-athletes, student-workers, and team managers
- In partnership with the head coach and with appropriate budget approvals, schedules games, team travel, and accommodations
- Disciples and assists with character development of student-athletes
- Represents Jessup University at conference and national meetings as assigned.
- In partnership with the head coach, supervises, prepares, and maintains oversight of the program budget
- Provides fundraising efforts aimed to support the Athletic Department as well as the program as assigned by the head coach and the Athletic Department
- Partners with the head coach to run/manage camps, leagues and community outreach activities and events
- Maintains responsibility for a variety of administrative support duties as assigned by the head coach in areas that reflect the strengths and expertise of the candidate
- Participates in extensive travel to games, recruiting tournaments, and athletic-related events.
- Maintains a flexible work schedule to accommodate practice times, game times, weekend hours, and travel requirements
- Completes other duties as assigned

QUALIFICATIONS

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 Jessup insurance requirements
- Proficiency in Google Workspace and/or Microsoft Office products

Skills/Abilities

- Effective leadership, communication and team management skill
- Strong negotiation and public relationship skills
- A strong public service orientation to work well with faculty, staff, students and the community
- Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments
- Ability to foster a cooperative work environment
- Ability to work with a diverse team in a fast-paced environment

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup 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 on indoor and or outdoor sports venues in all types of weather and might require standing for long periods, moderate to loud noise levels; and tile, concrete, carpeted floors, courts with hardwood floors, concretes floor warehouse, and outdoor grassy areas. The employee may be exposed to heat/sun or inclement weather when working outdoors.

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.

The above statements and job description is 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. 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 if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date