

Job Description

JOB TITLE: Head Coach – Track and Cross Country
DEPARTMENT: Athletics
REPORTS TO: Senior Vice President and Assistant Athletic Director

UNIVERSITY MISSION: Rochester University prepares students for professional and personal success as they serve in God's world.

POSITION SUMMARY: The Head Coach is responsible for building, recruiting and maintaining a cross country and track program consistent with all of the goals of Rochester University and the policies and procedures outlined in the Athletic Department Handbook. Also has day to day oversight of student recreation center.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Bachelors Degree
- 1-3 years of coaching experience, preferably at a college level

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruit and maintain a team of at least 10 runners per sport (40 total). **Team members selected from the student body will not be considered a recruited player unless approved by the Senior VP over Athletics & the VP of Enrollment Services**
- Appropriately manage the overall program and cross country/track scholarship budgets
- Appropriately manage the cross country/track budgets including expenses related to team travel, contest officials (when applicable) and team equipment
- Conduct and supervise all practices
- Schedule and attend all contests as approved by the Director of Athletics. **Must travel with the team unless alternate arrangements have been approved, in advance, by the Associate Director of Athletics**
- Work with Facilities Management Director and Associate Director of Athletics to secure facility rentals when appropriate
- Oversee all contest preparation
- Promote the academic success of student-athletes through support and encouragement of the Academic Center for Excellence (ACE) Lab
- Attend all scheduled coaching staff meetings unless excused by the Senior VP over Athletics in advance
- Assist the Senior VP over Athletics in creating the budget and work to stay within the budget. Communicate with the Athletic Administration as it relates to ordering equipment, planning for travel, etc.
- Meet and communicate with the Senior VP over Athletics, Associate Director of Athletics and other members of the Rochester University coaching staff on a weekly or bi-weekly basis
- Work with Enrollment Services as it relates to financial aid for recruits as well as campus tours and other recruiting needs
- Other administrative duties within the athletic department as assigned, such as but not limited to, game day management/oversight, administrator on duty, etc.

SUPERVISORY DUTIES:

- Supervise all cross country/track assistant coaches

REQUIRED SKILLS AND ABILITIES:

- Proficient in the area of recruiting quality student-athletes that connect to the mission of Rochester University

- Ability to work a flexible schedule in order to travel to all contests, including night and weekend contests
- Competent and knowledgeable of current running and sport philosophies
- Ability to promote and encourage social and spiritual leadership
- Professional in appearance and conduct
- Ability to prioritize and organize
- Supportive of the University mission. Indicators of this support include a demonstrated personal faith in Jesus Christ and being active in a local church.