

Job Posting



Position	Department	Reports to
Head Coach, Men's & Women's XC Coach	Athletics	Director of Athletics

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities: The individual will be responsible for the oversight of the Men's & Women's Cross Country program and serve as an Assistant with the Track & Field Program at Grace College.

General Responsibilities:

1. Coaching:

- Conduct practices and conditioning sessions.
- Prepare athletes for meets, and coach during meets.
- Assign duties and responsibilities to assistant coaches with the approval of the Athletic Director.
- Supervise student athletes at all times from the time practice or activity starts until the student athletes leave. At no time should the student athletes be without supervision of a coach.
- Show respect for officials, press, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, administrators, and teachers.

2. Administrative Responsibilities:

- Coordinate the issuance, care, and inventory of equipment, supplies, and uniforms.
- Assist the Athletic Director in purchasing equipment, supplies, and uniforms for the sport.
- Assist the athletics director in developing the annual sports budget.
- Monitor budget and maintain accurate expense records.
- Schedule matches for the sport in consultation with the Athletic Director.
- Coordinate the security of all facilities used by the team and coaching staff.
- Submit the team roster and the end-of-season report to the Athletic Director.
- Ensure proper completion of physical examinations and all forms relating to the examinations, waiver and release forms, and proof of insurance forms before a student athlete participates in practice.
- Coordinate the distribution, collection, and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion) and for the collection of fees for lost equipment and uniforms by athletes.
- Attend departmental meetings.
- Coordinate transportation for team members for all scheduled events.
- Perform any other duties or responsibilities related to the coaching position as needed or directed by the Athletic Director.

3. Recruiting and Fundraising

- Set up all scouting and recruiting trips and meetings with coaches.
- Recruit student athletes who are a good fit for Grace.
- Research and review information regarding potential student athletes.
- Contact prospective student athletes and schedule trips to view their skills.
- Maintain ongoing correspondence with prospective student athletes and their families and serve as an information resource.
- Monitor prospective student status and input data into a database to keep track of recruiting details.

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- g. Give campus tours to prospects.
- h. Negotiate incentives to recruit student athletes.
- i. Handle all fundraising efforts of the sport.
- j. Research fundraising opportunities to determine appropriate projects to initiate.
- k. Develop creative fundraising activities and ensure that all details are managed appropriately.
- l. Manage the team scholarship program.

4. Student Mentoring and Leadership:

- a. Be a leader among the student athletes.
- b. Assist with the discipleship of the student athletes under your care by conducting Bible studies, meeting with players one-on-one, and being available for the team members.
- c. Coordinate spring or winter break trips for team members in order to establish team unity and cohesiveness.
- d. Establish an environment in which athletes can gain self-esteem and develop a positive self-image.
- e. Demonstrate an interest in the classroom efforts and off-season activities of your student athletes.
- f. Provide leadership that promotes positive attitudes and good sportsmanship.
- g. Work with student athletes in a fair, understanding, and tolerant manner.
- h. Notify all members of the team of policies, procedures, and training rules as they pertain to the team.
- i. Be responsible for the conduct of the student athletes at practices and games.
- j. Promote unity within the coaching staff and within the framework of the athletic department.
- k. Provide ongoing individual support and guidance for team members.
- l. Monitor the academic status of each athlete to ensure that team members are maintaining eligibility.

5. Other Duties:

- a. Be responsible for awards presentations for your sport.
- b. Establish winning teams within the bounds of good sportsmanship.
Develop teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to rules of training and conduct.
- c. Promote the attitude among student athletes and coaches that winning is important but is secondary to good sportsmanship and the overall welfare of the athlete.

Qualifications:

Minimum:

1. Two to three years of successful coaching experience.
2. Proven ability to communicate effectively one-on-one, in small groups, and in public-speaking contexts.
3. Proven ability to communicate ideas and priorities effectively to promote teamwork and achieve desired results.
4. Demonstrated strategic planning skills and an ability to assess the team's competitive strengths and vulnerabilities.
5. Demonstrated skill in making strategic recommendations to enhance the team's performance.

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Preferred:

1. Bachelor's degree in the field of Physical Education, Sports Studies, or a related field.
2. Three to five years of successful college-level coaching experience.

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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