



# Job Posting

Position	Department	Reports to	FTE	FLSA Class
Assistant, Men's & Women's Track & Field Coach	Athletics	Coach, Men's & Women's Track & Field Coach	1.0	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

**Scope of Responsibilities:** The position is responsible for assisting in the oversight of the Men's & Women's Track & Field program at Grace College.

## General Responsibilities:

### 1. Coaching:

- Teacher of the sport of track & field.
- Coach in the areas of throws or sprints, jumps and/or hurdles. This includes year-long practice planning, supervision and motivation of athletes.
- Supervise workouts for athletes in areas including sprints, jumps and hurdles, including general conditioning and weight training.
- Assist in the supervision of student athletes 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.

### 2. Administrative Responsibilities:

- Assist with home meet management, meet entries and travel planning.
- Assist the Head Coach in the distribution, collection, and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion), and in the collection of fees from athletes for lost equipment and uniforms.
- Assist in the coordination of transportation for team members to all scheduled events.
- Perform any other duties or responsibilities related to the coaching position as needed or directed by the Head Coach.

### 3. Recruiting and Fundraising:

- Assist with recruiting for both the men's and women's track and field programs. Recruit specific student-athletes in the areas of throws or sprints, jumps and hurdles. This may include phone contacts, campus visits, and scouting trips.
- Participate in fundraising activities and the management of all related details.

### 4. Student Mentoring and Leadership:

- Maintain strong leadership among student athletes.
- Assist with the discipleship of the student-athletes in such ways as Bible studies, one-on-one meetings and being available outside of normal working hours.
- Demonstrate an interest in the classroom efforts and off-season activities of student-athletes.
- Monitor and address the conduct of the student-athletes at practices and competitions.



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## Qualifications:

### A. Minimum:

1. Experience as a collegiate athlete and/or coach in the areas of sprints, jumps and hurdles.
2. Proven ability to communicate ideas and priorities effectively to promote teamwork and achieve desired results.
3. Demonstrated skill in making strategic recommendations to enhance the team's performance.

### B. Preferred:

1. Bachelor's degree in the field of Physical Education, Sports Studies, or a related field.
2. Successful coaching experience at the high school and/or college levels.
3. Commitment to the mission and values of an evangelical Christian institution.

**Status: Full Time; Non-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](mailto:employment@grace.edu).

**Posted: 6/27/25**