



# Job Posting

| Position                                      | Department | Reports to                | FTE | FLSA Class |
|-----------------------------------------------|------------|---------------------------|-----|------------|
| Assistant Men's & Women's Cross Country Coach | Athletics  | Head Coach, Cross Country | .48 | Exempt     |

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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. Regular attendance is both expected and essential to the job.

**Scope of Responsibilities:** The position is responsible for assisting in the oversight of the Men's & Women's Cross Country programs at Grace College.

## Essential Responsibilities:

### A. Duties:

#### 1. Coaching:

- Serving as a teacher of Cross Country to student athletes.
- Assist with race preparation and coaching including training schedules/logs, daily workouts and pre & post race preparations.
- Scouting Race Report implementation. Assisting the head coach with putting together scouting race reports as assigned throughout the year of opponents and for our runners.
- Assist in the supervision of student athletes from the time practice or activity starts until the student athletes leave. At no time during conditioning, travel or races should the student athletes be without supervision of a coach. Practices – while running making sure athletes train together.
- Show respect for officials, press, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, administrators and teachers.

#### 2. Administrative Responsibilities:

- Is responsible for the assistance of security of all facilities used by the team and coaching staff.
- Assists the Head Coach in insuring the proper completion of physical examinations and all forms relating to the examinations, waiver and release form and proof of insurance form before a student athlete participates in practice.
- Assist the Head Coach in 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 as requested or required.
- Assists 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:

- Assists in recruiting student athletes that are a good fit for Grace College including attendance at events such as Lancer Days, Grace recruiting events, etc. as requested.
- Assists with scouting trips. Travel to watch recruits run throughout the year.
- Participates in fundraising activities and the management of all related details.



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#### 4. Student Mentoring and Leadership:

- Maintains strong leadership among student athletes.
- 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.
- Assist the Head Coach in the coordination of in-season or out-of-season trips for team members in order to establish team unity and cohesiveness.
- Assists in establishing an environment in which athletes can gain self-esteem and develop a positive self-image.
- Demonstrate an interest in the classroom efforts and off-season activities of your student athletes in the program.
- Provide leadership that promotes positive attitudes and good sportsmanship.
- Work with student athletes in a fair, understanding, and tolerant manner.
- Notify all members of the team of policies, procedures, and training rules as they pertain to the team.
- Is responsible to monitor and address the conduct of the student athlete at practices and games.
- Promote unity within the coaching staff and within the framework of the athletic department.
- Provide ongoing individual support and guidance for team members.

#### 5. Other Duties:

- Assist with year-end award presentations.
- Establish highly competitive and successful 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.
- 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.
- Assist with summer camp duties, as assigned by the Head Coach.

#### Qualifications:

##### A. Minimum:

- Two years of successful running experience as a student athlete.
- Proven ability to communicate effectively one-on-one, in small groups, and in public speaking contexts.
- Proven ability to communicate ideas and priorities effectively to promote teamwork and achieve desired results.
- Demonstrated strategic planning skills and an ability to assess the team's competitive strengths and vulnerabilities.
- Demonstrated skill in making strategic recommendations to the Head Coach to enhance the team's performance.
- Provide loyalty and leadership in support of the Head Coach, Athletics Director, and the Grace Men's & Women's Cross Country programs.



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**B. Preferred:**

1. Bachelor's degree.
2. Three years of successful college-level assistant coaching or high school head coaching experience.

**Status: Part-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](mailto:employment@grace.edu).

**Posted: 7/14/2026**