

Title: Head Track & Cross Country Coach
Department: Athletics
Reports to: Vice President: Athletics
FLSA Status: Salary, Exempt

Characteristics of Job:

The responsibilities of the Head Track & Cross Country Coach are to conduct all aspects of the programs within the philosophy and guidelines set forth by Union Commonwealth University, the NAIA, and the Appalachian Athletic Conference. The expectations of the head coach include but are not limited to: commitment to the mission of Union Commonwealth University, meeting the established recruiting and retention goals set by the institution, scheduling and conducting of practices, budget oversight, travel planning, fund raising, and completion of other duties as assigned by the Executive Director of Athletics. The Head Coach will be responsible for supervision of any full-time, part-time, graduate, volunteer or student assistants in addition to student-athletes, student managers and work study students assigned to the program.

Examples of Duties and Responsibilities:

1. Team/Individual Instructions 70%
 - a. Implement team and individual practices/development programs.
 - Team practice sessions
 - Team film sessions
 - Team conditioning sessions
 - Individual development workout and/or film sessions
 - Individual conditioning sessions
2. Recruit and maintain the assigned roster size for each year. 25%
 - a. Recruiting is art of attracting, engaging, assessing, and onboarding talent for the Track & Cross Country program.
3. Other Responsibilities 5%
 - a. Comply with all policies of Union Commonwealth University and the Department of Athletics.
 - b. Monitor the academic progress of student athletes in the Track & Cross Country program.
 - c. Budget oversight for the Track & Cross Country program.
 - d. Monitor the social behavior of all coaches and student-athletes in the Track & Cross Country program.
 - e. Perform all travel associated with student-athlete recruiting and day-to-day operation of the Track & Cross Country program.
 - f. Participate in community and campus life opportunities.
 - g. Assist the Director of Sports Communications with marketing and promotions materials.
 - h. Retain and graduate a satisfactory number of recruited student athletes.
 - i. Provide a program that is complimentary to the mission of Union Commonwealth University.
 - j. Perform duties as assigned by the Executive Director of Athletics.

Minimum Qualifications:

- Master's degree preferred; Bachelor's degree from an accredited college or university required
- Valid Driver's License
- Minimum 3-5 years of track coaching experience; Head or Assistant coaching experience at collegiate level preferred
- Demonstrated knowledge of NAIA rules, the Appalachian Athletic Conference and a commitment to the academic development of student-athletes required.

Additional Requirements:

- Background check required

Application Information

Interested candidates should send cover letter, resume, and list of references with phone numbers to:

Athletics
Union Commonwealth University,
310 College Street, CPO Box D-22
Barbourville, KY 40906

Email applications are welcome and should be sent to: cbutler@unionky.edu

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