



Position Title: Head Men/Women Cross Country/Track & Field Coach

Reports To: Athletic Director

Department: Athletics

Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Head Men/Women Cross Country/Track & Field Coach is responsible for the management and administration of all phases of the Cross Country and Track & Field program in the manner that upholds the philosophy, mission, and objectives of Lemoyne-Owen College's athletic department.

DUTIES AND RESPONSIBILITIES

- Promotes the philosophy and objectives of the athletic program; to include adhering to and enforcing all departmental policies and procedures, as well as rules and regulations of LeMoyne-Owen College, the Southern Intercollegiate Athletic Conference (SIAC) and the NCAA
- Oversees recruitment and selection of student-athletes; ensures compliance with NCAA recruiting rules and regulations; Initiates process for determining academic eligibility
- Provides leadership and instruction on personal and athletic development of student-athletes, to include counseling team members in academic, disciplinary, and personal matters, when appropriate
- Monitors eligibility status and promotes academic progress of student athletes
- Submits sports annual budget requests. Manages sports programs within the framework of a balanced budget
- Oversees selection, purchase, fitting, and maintenance of team equipment, to include uniforms, athletic equipment, and supplies
- Schedules and conducts regular practice sessions In and out of season, as permitted by NCAA rules and regulations
- Develops and Implements strategies for motivating student athletes to perform at maximum levels as both individuals and a team
- Develops a competitive event schedule, in conjunction with the Athletic Director and/or Senior Woman Administrator
- Ensures that team travel arrangements follow the College, SIAC and NCAA rules and regulations, to include monitoring development of travel itineraries and coordination of travel plans through the program assistant
- Oversees conditioning and training of team members in conjunction with Strength & Conditioning Coach to ensure that student athletes are physically prepared for competition

- Supervises assigned assistant coaches and other support staff to ensure compliance to applicable rules, policies, and procedures; provides orientation, training and guidance as needed; conducts performance evaluations
- Compiles data and reports, as required by the department and the College
- Develops and publishes team rules regarding appearance, practice, class attendance, punctuality, dress code and general standard of behavior, with approval of Athletic Director/Senior Women's Administrator. Enforces such team rules with appropriate disciplinary action
- Ensures safety of student athlete and coaching staff through careful monitoring of the condition of athletics equipment and facilities utilized by designated sport; submits requests for repair, maintenance, and improvement of facilities to Facility Director, when appropriate
- Cooperates with all coaches with the Athletic Department to enhance overall department operations
- Assists with approved fundraising activities as requested
- Participates in clinics, exhibitions, and campus activities as approved
- Participates in public relations activities to include speaking engagements, television and radio interviews and press conferences as approved or requested
- Represents the Athletic Department at professional, civic, charitable and alumni events
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree required
- USA Track and Field Level experience or certification
- Collegiate coaching experience preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of budget development, preparation, and fiscal management
- Skilled in operation of modern office machines, communication tools, equipment, computers, and relevant software
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in diverse settings, both on campus and in the community
- Ability to research and resolve problems and questions related to the operations of the Cross Country and Track & field programs
- Ability to organize workflow and coordinate activities
- Ability to demonstrate effective communication skills both orally and written
- Ability to communicate and work effectively with a wide range of constituencies in a diverse community
- Ability to provide leadership and instruction in the personal and athletic development of staff and student athletes
- Ability to work with a variety of racial and ethnic groups and underrepresented populations. Ability to commit to the highest ethical standards
- Ability to participate in evening and weekend commitments as necessary

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please