JOB DESCRIPTION

POSITION TITLE: Head Cross Country Coach

SUPERVISOR: Associate Athletics Director for Student Services

LOCATION: DeLand

DEPARTMENT: Athletics

POSITION OVERVIEW:
The Head Cross Country Coach reports to the Associate Athletics Director for Student Services and is responsible for all aspects of the men’s and women’s cross country programs in accordance with NCAA Division I and Atlantic Sun Conference rules and philosophies.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

Bachelor’s degree required; master’s preferred. 2-5 years demonstrated college coaching experience in coaching cross country and a commitment to the academic goals of Stetson University. The candidate should possess knowledge of NCAA Division I rules and regulations; and a commitment to adhere to all policies, rules and regulations of the NCAA and Atlantic Sun Conference as required. Violation of these rules may result in disciplinary and/or corrective actions. The candidate must possess the ability to work effectively with student-athletes, alumni, program boosters, and the public and administrative staff. The candidate should possess the ability to recruit, coach and teach a wide skill range of athletes the fundamentals and theories of cross country and manage all facets of the cross country programs. As this position requires operation of University vehicles and traveling for recruiting purposes, the possession or ability to quickly possess and maintain a Florida driver’s license and acceptable driving record are required. Ability to pass a MVR/Background check prior to hire.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

1. Responsible for administration of all aspects of the cross country program

2. Responsible for the recruitment of student athletes including: identifying potential student-athletes to be recruited, organizing and documenting all evaluations of and correspondences with prospects, evaluating both the athletics and academic qualifications of prospective students, arranging campus visits, and encouraging prospects to apply for admissions. Adhere to the recruiting budget allocated.

3. Responsible for all areas relating to the operation of the cross country program, including day-to-day administrative and operational responsibilities; including but not limited to
   a. Budget management to include identifying program needs and allocating budget accordingly, identifying travel expenditures and working within the budget. Development and participation in fundraising activities subject to approval by the Senior Associate Athletic Director and/or the Assistant Director of Development for Athletics.
b. **Community relations**: direct and oversee all community service and public speaking events. Participates in the continued development and implementation of the Summer Camp Program.

c. **Professional development** to continue to update and educate self and assistant coach on all aspects that could improve coaching and enhance student experience.

d. Assure **compliance** with all NCAA and Atlantic Sun Conference rules of all persons involved in the program.

e. **Developing a calendar** for practice and competition; to produce a competitive team that excels on the cross country course by fostering a championship culture and developing the physical skills to be successful in meeting athletic goals.

f. **Support the educational goals** and ideals of the students and University, and monitor and encourage academic progress of cross country student-athletes toward graduation, working in conjunction with athletics Student Services.

4. Sound fiscal management of budget (operate within University allocated funds or supplement by available restricted funds.)

5. Equipment purchases (purchases of uniforms consistent with University licensing and color guides including equipment care and yearly inventory.

6. Development of fall and spring competitions under policy and budget guidelines
   a. Preparation of game contracts for approval by the Senior Associate Director of Athletics.
   b. Arrangement of transportation, meals and lodging for competitions off campus.
   c. Contracting of game officials and submission of requisitions for payment.

7. Compliance with all NCAA, A-SUN, Stetson University, and Athletic Department rules, regulations and policies. *Failure to comply with any of the above may result in disciplinary or corrective actions which may include suspension (with or without pay) and or termination if found to be involved in deliberate and serious violations.

**APPLICATION PROCEDURE**: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

_Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer._