



Amherst College

Office of Human Resources

JOB DESCRIPTION

Title: Assistant Coach for Men & Women's Cross Country/Track & Field (Casual Position, No Benefits)

Department: Athletics Reports to title: Head Coach of Men's & Women's Cross Country

Full Time: _____ Part Time: X Date Prepared: June 18, 2019

Job Group and Level: NA Regular Daily Work Schedule: _____ to _____

Pay Type: Weekly _____ Monthly X Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. **Summary of Position:** The assistant coach will assist the head coach in all aspects of a highly competitive NCAA Division III cross country / track & field program. The position will include responsibilities such as recruiting correspondence and evaluations, daily operations, practice planning, coaching, scouting, player development, meet management, and various other administrative tasks as assigned by the head coach. The position requires an understanding of the role of intercollegiate athletics in a highly competitive academic environment. Fall of 2019, the candidate will serve as interim head coach during the second half of the cross-country season, as the head coach will be away on maternity leave. Requires night and weekend work, and overnight travel to away meets and tournaments. The assistant coach takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. **Principal Duties and Responsibilities:**

60% Coaching

- ❖ Assist with coaching strategies and teaching methods to develop student-athletes' skill and teamwork
- ❖ Analyze performance of teams and individuals and provide leadership and instruction
- ❖ Evaluate opponents and develop meet strategies
- ❖ Assist in pre-season, in-season, and post-season training and practice planning for cross country and track and field
- ❖ Assist with home meet management

30% Recruiting

- ❖ Participate in scouting and recruits prospective student-athletes
- ❖ Help monitor the progress of prospective student-athletes application process
- ❖ Help coordinate and organize potential student-athlete on-campus visits

10% Program responsibilities

- ❖ Compliance with College, NESCAC, and NCAA rules and regulations
- ❖ Perform any and all other related duties as assigned or directed by the head coach

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work

environment.

3. Internal-External Interaction/Communication:

Straightforward operational interactions/communications and collaboration across the College and conference schools.

4. Education: (include certifications and licenses)

Required:

Bachelor's Degree

A valid driver's license and successful credentialing is required in order to operate College vehicles.

Preferred:

5. Experience: (List specific skills necessary to perform this job)

Required:

Collegiate playing and/or coaching experience with distance events

Excellent interpersonal and written communication skills

Strong organizational and time management skills

Preferred:

Ability to coach event groups other than distance runners during the track season

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- ❖ Repetitive motions including arms, legs, hands, feet, wrists, fingers
 - ❖ Movement including bending, walking, crouching, running, jumping and standing
 - ❖ Exposure to outdoor elements including exposure to fluctuation in temperature and weather conditions
 - ❖ Visual – close concentration
 - ❖ Lift, carry, pull and push up to 20 pounds
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7. Decision Making:

Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies

8. Supervision Exercised/Received:

Minimal supervision received from the Head Coach of Cross Country

Supervisory Responsibility: Yes _____ No X _____

Number of Employees Supervised: _____

