

Assistant Track & Cross Country Coach

Job Description

Position Information

Position Title	Assistant Track & Cross Country Coach
Position Number	
Department	Athletics
Reports to (Title)	Head Cross Country and Head Track & Field Coach
Seated Employee	

Employee First Name

Employee Last Name

Job Summary
In three to five sentences, please briefly describe the job’s primary purpose to the department.

Job Summary

This position will be responsible for assisting the head cross country and track & field coaches with all aspects of practice preparation, coaching, and competition planning. The position also includes assisting with the recruitment efforts for the cross country and track & field programs including social media design and promotion, traveling off campus for meets, maintaining contact with recruits throughout the recruitment process via email, phone, and video calls, and helping coordinate campus visits for prospective students-athletes.

This position also includes other duties as assigned by the athletic department.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.	Bachelor's degree from four-year college or university
If a specific degree, certification, license, or registration is necessary, please list.	n/a
Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.	Less than six months
Preferred Qualifications	n/a
FLSA Category	Non-Exempt
Staff/Faculty	Staff
Employment Status	Full-Time

Employment Category Regular

Essential Staff (emergency situations)? No

On-Call? No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility Coach Responsibilities – Assist head coaches in all aspects of coaching and competition preparation

Percentage Of Time 50

Responsibility Recruiting Responsibilities – work with head coach and enrollment office to identify, target, recruit and yield high-level student-athletes; represent Grinnell College at recruiting events; communicate effectively with prospective student-athletes and their families

Percentage Of Time 35

Responsibility Duties as assigned by head coach or athletic administrator; Possible teaching of Activity Courses and other duties as assigned

Percentage Of Time 15

General Responsibilities

- General Responsibilities**
- (1) Maintain regular attendance in accordance with department policy.
 - (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
 - (3) Understand and comply with the policies of the College Staff Handbook.
 - (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
 - (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
 - (6) Protect confidentiality of College information.
 - (7) Provide leadership to others through example and sharing of knowledge/skill.
 - (8) Communicate with others in a courteous and helpful manner.
 - (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
 - (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities? No

If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following

Moderate overnight travel (up to 30%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data Under 1/3

- Essential or Marginal? Marginal

Effective communication skills 1/3 to 2/3

- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	1/3 to 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	1/3 to 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	None
- Essential or Marginal?	Marginal
Editing reports or technical materials	None
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	Under 1/3
- Essential or Marginal?	Marginal
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	1/3 to 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	1/3 to 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Under 1/3
- Essential or Marginal?	Marginal
Handling multiple assignments and priorities	Under 1/3
- Essential or Marginal?	Marginal
Completing work in an accurate manner	Under 1/3
- Essential or Marginal?	Marginal

Concentrating - maintaining attention to details and task Under 1/3

- Essential or Marginal? Marginal

Memory functions (remembering names, details and procedures) 1/3 to 2/3

- Essential or Marginal? Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position 1/3 to 2/3

Traverse/move locations 1/3 to 2/3

Ascend or descend between floors 1/3 to 2/3

Reach with hands and arms 1/3 to 2/3

Ascend or descend ladder Under 1/3

Position self to access small or restricted spaces Under 1/3

Communicate or exchange information 1/3 to 2/3

Detect specific flavors or odors Under 1/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device) 1/3 to 2/3

Weight lifted or force exerted: up to 25 pounds (with or without assisted device) 1/3 to 2/3

Weight lifted or force exerted: up to 50 pounds (with or without assisted device) Under 1/3

Weight lifted or force exerted: up to 100 pounds (with or without assisted device) None

Weight lifted or force exerted: more than 100 pounds (with or without assisted device) None

Please check one of the following Light physical activity performing non-strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation., Outdoors exposed to changing weather conditions (for instance, rain, sun, snow, wind, etc.)
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.