

Saint Michael's College Job Description

Job Title: Assistant Coach, Men's and Women's Track

Department: Athletics

Supervisor or Manager: Head Men's and Women's Track Coach and Director of Athletics

Date Created: 5/26/26

Last Revised: 5/26/26

Major Objectives

- Coach and mentor student-athletes in sprints, hurdles, long jump, and relays
- Plan, organize, and lead those event-specific practices throughout the academic year
- Assist the Head Coach with recruiting prospective student-athletes, including communication, evaluations, visits, and compliance documentation
- Collaborate with athletics staff, including strength and conditioning, sports medicine, academic advising, equipment and facilities, marketing, and sports information
- Support student-athlete academic success by monitoring progress and connecting athletes with campus resources as needed
- Assist with meet-day operations and team responsibilities
- Support the cross-country program and assist at meets
- Help develop and implement off-season training programs in collaboration with the Head Coach
- Participate in fundraising initiatives and community engagement activities

Essential Duties and Responsibilities

- Lead coaching instruction for sprint, hurdle, jump, and relay athletes during practices and competitions
- Assist with track program operations, including scheduling, travel coordination, equipment management, and administrative tasks
- Supervise pre-season and post-season training programs for assigned event groups
- Recruit qualified student-athletes to strengthen and grow the program
- Uphold the mission, values, and standards of Saint Michael's College
- Participate in departmental and campus professional development opportunities focused on inclusion, belonging, and student support
- Foster a positive and inclusive team environment that values cultural, ethnic, gender, and individual differences among students and staff

Secondary Responsibilities:

- Monitors academic performance of the runners
- Remains in good standing on campus
- Will be assigned additional duties to support the overall needs of the Athletic department
- Assists athletic department with game management for other Athletic programs throughout the year

Positions Supervised:

- None

Major Contacts:

- Athletic Department members
- Student Students

- Prospective students
- Admissions staff
- Alumni
- Parents
- Community

Demonstrates Excellence:

- Understands and fully supports institutional mission
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Maintains outstanding relationships within the department that enhance the staff's ability to work as a team
- Establishes exceptional relationships with team members built on mutual respect and healthy communication
- Communicates with student-athletes, employees, recruits and external stakeholders, in a clear and respectful manner
- Serves as a role model for student-athletes by exhibiting ethical and professional conduct
- "Goes the extra mile", is willing to step in and help out as needed, makes the extra effort to ensure things get done well
- Gives constructive, real-time feedback in practices that contributes to the development of the team and athletes
- Possesses excellent interpersonal skills that enhance the team's recruiting efforts and alumni relations
- Prioritizes job responsibilities well, works quickly and efficiently, recognizes what is most important to the department
- Operates independently, yet also has the ability to create a great working environment with others
- Motivates team to achieve outstanding success athletically and academically
- Participates in opportunities for professional development by attending conventions and/or coaching conferences
- Is appropriately visible on campus to faculty and staff
- Creates great opportunities for the team through active membership in fundraising activities

Education and Work Experience:

- Bachelor's Degree or equivalent combination of education and experience
- Competitive and/or coaching experience highly desired, preferably at the college level
- Experience competing in Track at the collegiate level.

Analytic Skills:

- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures

Language and Literacy Skills:

- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior
- May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects
- May need to respond to questions and solve problems for people using communications skills
- Has the demonstrated ability to prepare or revise written reports or other documents

Computer/Technology Skills:

- Familiarity with Microsoft Office products

Licenses, Certifications and Other Requirements:

- Current CPR certification to be renewed annually
- Basic First Aid certification to be renewed every three years

- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Coach, the employee is required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Flexibility to work long, irregular hours with possible evening, weekend and holiday hours
- Availability for extensive team travel
- Must be able to tolerate exposure to outdoor environment/climate changes
- Ability to stick to the mission, philosophy and goals of the institution
- Capacity to work effectively with a diverse group of people and in various situations

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.