

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Head Men's and Women's Cross Country Coach

POSITION OVERVIEW

The Head Men's and Women's Cross Country Coach is a part-time position under the supervision of the Director of Athletics. The employee serves as the head coach of the men's and women's cross country teams and runs this athletic program in accordance with Maine Maritime Academy, North Atlantic Conference, and NCAA rules, regulations and policies. The employee must be committed to promoting academic and athletic achievement in a way that is fully aligned with the mission of Maine Maritime Academy Athletics and the NCAA Division III philosophy.

COACHING DUTIES

- Serve as the Head Coach of the men's and women's cross country programs, responsible for teaching and training student athletes
- Conduct high-quality teaching in a humane learning environment
- Organize and direct all aspects of a successful and competitive NCAA Division III Program
- Monitor and promote the academic and personal growth of student-athletes
- Ensure safety of all team members and coaches is the top priority at all times
- Develop and manage program's budget
- Operate program in a manner consistent with NCAA and NAC bylaws
- Develop and maintain alumni support for the program
- Supervise assistant coaches / interns
- Recruit and retain roster of student-athletes

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Ability to embrace the school's mission;
- High professional and ethical standards for handling highly confidential materials;
- Strong interpersonal skills (oral and written communications, presentation skills, personal demeanor, judgment, and diplomacy);
- Ability to inspire and motivate;
- The ability to establish strong and effective personal and professional relationships;
- The position requires strong planning and organizational skills, attention to detail, and ability to effectively manage multiple projects;
- The successful candidate will demonstrate flexibility and initiative, and the ability to work independently as well as part of a team.
- Proficiency in the relevant sport.

REQUIREMENTS

- Bachelor's degree from four year college or university,
- Proven willingness and ability to work collegially and within a team,

- Proven ability to work effectively with a diverse population and to display a genuine interest in the community of the school,
- Exceptional planning, organizational, and ability to manage competing tasks.
- Outstanding work ethic, as well as a high level of demonstrated initiative, self-direction, and self-confidence, and
- College-level playing experience in the relevant sport.

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Alumni, Parents, Students and various external and internal constituencies;
- This job requires the capacity to travel, work evenings and several weekends as necessary;
- Occasionally lift and move up to 30 pounds.
- Occasional long hours/days and weeks, irregular schedule
- Exposure to the elements during regularly scheduled outdoor activities