

# POSITION ANNOUNCEMENT

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<b>JOB TITLE:</b>	<b>HEAD TRACK &amp; FIELD/CROSS COUNTRY COACH</b>
<b>TYPE OF VACANCY:</b>	<b>CONTRACTUAL</b>
<b>REPORTS TO:</b>	<b>ATHLETIC DIRECTOR</b>
<b>DEPARTMENT:</b>	<b>UNIVERSITY ATHLETICS</b>
<p><b>SUMMARY:</b> The University is keen on creating a dynamic out-of-classroom experience for its students that would impact the overall college experience as well as assist with the development of the whole person, through sports.</p> <p>The Head Track &amp; Field and Cross Country Coach is responsible for the management and administration of all activities related to track and field and cross country and exercises direct supervision of recruiting, training, and coaching student-athletes participating in both sports.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The duties of the Head Track &amp; Field/Cross Country Coach include but are not limited to the following:</p> <ul style="list-style-type: none"><li>➤ Promote the track &amp; field/cross country program in accordance with the institutional mission of the University of The Bahamas by ensuring the policies and programs developed for track &amp; field and cross country coincide with institutional guidelines and policies;</li><li>➤ Oversee recruitment and selection of student-athletes, ensuring compliance with the University of The Bahamas and international recruiting rules and regulations;</li><li>➤ Initiate process for determining academic eligibility;</li><li>➤ Mentor student-athletes in their academic performance to ensure academic success and timely progress toward degree completion;</li><li>➤ Monitor eligibility status and promotes academic progress of student athletes;</li><li>➤ Submit annual budget request, and manages sports program within the framework of a balanced budget;</li><li>➤ Oversee selection, fitting and maintenance of team equipment to include uniforms, athletic equipment and supplies;</li><li>➤ Schedule and conduct regular practice sessions in and out of season, as permitted by the University of The Bahamas and international rules and regulations;</li><li>➤ Develop and implement strategies for motivating student athletes to perform at maximum levels as both individuals and a team;</li><li>➤ Develop a competitive event schedule in conjunction with the Director and Assistant Director of Athletics;</li><li>➤ Ensure that team travel arrangements are in compliance with the University</li></ul>	

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<p>of The Bahamas and international regulations, this includes monitoring development of travel itineraries and coordination of travel plans;</p> <ul style="list-style-type: none"><li>➤ Oversee conditioning and training of team members in conjunction with Head Athletic Trainer and Strength &amp; Conditioning Coach to ensure that student athletes are physically prepared for competition;</li><li>➤ Lead in the recruitment of student athletes;</li><li>➤ Oversee and supervise assistant coach(es), student assistant(s) and manager(s), giving them assignments and encouraging growth;</li><li>➤ Ensure that all assistants are cleared with the Athletic Director and Human Resources before they report to work (including volunteers);</li><li>➤ Ensure Assistant Coaches and other support staff, maintain compliance to applicable rules, policies and procedures, provide orientation, training and guidelines as needed;</li><li>➤ Conduct performance evaluations of staff who reports to the Head Coach;</li><li>➤ Compile data and reports as required by the Athletic Director;</li><li>➤ Develop, publish, and enforce team rules regarding appearance, practice, class attendance, punctuality, dress code and general standard of behavior with the approval of the Athletic Director;</li><li>➤ Assist with approved fundraising activities, as requested;</li><li>➤ Organize and participate in clinics, exhibitions and campus activities as approved or requested;</li><li>➤ Organize and participate in public activities to include speaking engagements, television and radio interviews and press conferences as approved or requested;</li><li>➤ Perform other duties as required to support the mission of the University.</li></ul>
<p><b>QUALIFICATIONS AND EXPERIENCE:</b></p> <ul style="list-style-type: none"><li>➤ Bachelor's degree required; Master's degree preferred;</li><li>➤ Coaches Certification Level 3 or higher;</li><li>➤ Successful background on the collegiate or national/international or professional level as a coach is required;</li><li>➤ Five (5) years of coaching experience preferred;</li><li>➤ Thorough knowledge of recruiting practices;</li><li>➤ Previous experience with budgetary procedures/accounting;</li><li>➤ Strong communication skills.</li></ul>
<p><b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"><li>➤ Be self-motivated and disciplined to achieve weekly/seasonal goals;</li><li>➤ Ability to participate in the development of short &amp; long term program goals;</li><li>➤ Ability to work as a team player within the Athletics Department and the University;</li><li>➤ Ability to foster relationships with high school coaches, recruits and recruit's</li></ul>

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families;

- Personal integrity and high ethical standards;
- Open communication style, ability to listen and learn from others;
- Effective oral and written communication skills;
- Strong organizational skills;
- Must possess the ability to learn and perform all essential job functions accurately with minimal supervision;
- Must be willing and able to drive on team trips (and have a clean driving record).

**To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject *Head Track & Field/Cross Country Coach*:**

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form ([www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf](http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf));
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- Copy of Voter's Card;
- At least three (3) written, professional references.

**Submit all electronically to:**

Email: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

Attention: **Vice President, Human Resources**

**Please visit our website at [www.ub.edu.bs](http://www.ub.edu.bs) for more information about the University and to access the University's Employment Opportunities.**

<b>Salary Scale</b>	<b>CONTRACTUAL</b>
<b>Date Published</b>	
<b>Application End Date</b>	
<b>Date to be Removed</b>	

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Head Track & Field/Cross Country Coach.*

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