WARTBURG COLLEGE  
POSITION DESCRIPTION  
Title of Position: Assistant Men’s and Women’s Cross Country & Track and Field Coach (Distance)  
Preparation Date: March 2022  

Function of Position:  
Responsible for leadership and oversight of all coaching duties for the Men’s and Women’s Cross-Country & Track and Field team and assisting the Director of Track and Field & Cross-Country in all phases of a Division III program. This includes but is not limited to recruitment and retention of academically and athletically qualified student-athletes, overall program administrative duties as assigned, and practice/meet coaching.  

Principal Duties and Responsibilities:  
1. Assist the Director of Track and Field & Cross-Country in all coaching responsibilities including the traditional season, non-traditional season, and off-season activities.  
2. Organize, prepare, and conduct individual and team practices, training, and competition.  
3. Represent the Cross-Country and Track & Field program professionally to various institutional programs and externally to media, alumni, students, parents, and the general public.  
4. Develop an Appropriate and working knowledge of involved NCAA, A-R-C, and Wartburg athletic policies and implement them within the program.  
5. Recruit student athletes in accordance with NCAA rules and regulations.  
6. Provide academic support, promote sportsmanship, and instill desirable life values to students.  
7. Responsible for assisting the Director of Track and Field & Cross-Country with other administrative duties including home and away meet preparation, budget management and fundraising  
8. Represent the Director of Track & Field and Cross-Country in their absence and assume all involved responsibilities  
9. Other related duties as assigned.  

Supervision:  
10-month position reporting to the Director of Track and Field & Cross-Country  

Minimum Qualifications:  
The successful applicant will have:  
- A minimum of a bachelor’s degree  
- At least 3 years of collegiate coaching  
- Securement of adult CPR certification, AED certification, and First Aid Certification (American Red Cross). – These certifications must be on file prior to the first official practice, i.e. non-traditional and traditional season  
- General knowledge of intercollegiate athletics and experience in coaching the distance events  
- Strong interpersonal, planning, and organizational abilities  
- Excellent oral and written communication skills  
- Competence with technology resources and a current drivers license  
- A commitment to the welfare and development of student athletes within the philosophy of Division III  

Application Procedure:  
Send a letter of interest including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: HR@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until the position is filled.  

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from underrepresented groups.  

Wartburg College is a member of the NCAA Division III and Iowa Intercollegiate Athletic Conference.