Position Description

Position Title:	Head Coach, Men's and Women's Cross Country
Department:	Athletics
Reports to:	Director of Athletics
Status:	Full Time (1.0) Exempt
Revised:	March 2025

Position Summary:
Wisconsin Lutheran College (WLC) seeks a dynamic and faith-driven Head Coach to lead our NCAA Division III men's and women's cross country program. With more than 30 men's and women's student-athletes, the Head Coach will oversee all aspects of the cross country program, including recruitment, retention, conditioning, training, development and mentoring of student-athletes. This position involves organizing cross country operations, developing assistant coaches, managing the program's finances, and ensuring compliance for Wisconsin Lutheran College's (WLC) NCAA Division III intercollegiate cross country program regulations. The successful candidate will integrate the WLCs mission of spiritual growth, Christian leadership, and academic excellence into every facet of the cross country program, fostering a culture of excellence, integrity, and service. The candidate will also serve as assistant track coach in charge of distance runners.

Additionally, as a partner in WLC athletics administration as one of several athletics staff members, the additional athletic duty assigned outside of cross country will include, but is not limited to, the management and oversight of WLC's REX Fitness Center.

PRIMARY RESPONSIBILITIES

Leadership and Vision:
- Develop and implement a strategic vision for the cross country program that aligns with WLC's mission and values.
- Serve as a spiritual and professional role model for assistant coaches and student-athletes within the cross country program, promoting Christian values and faith development.
- Cultivate an environment that emphasizes academic excellence, athletic achievement, and personal growth.

Program Administration:
- Oversee the operations of the NCAA Division III cross country program, ensuring compliance with NCAA, conference, and institutional regulations.
- Attract, recruit, develop, mentor, and retain quality student-athletes to WLC with the goal of continuous development and improvement of the cross country program to consistently maintain a roster of 15 men and 15 women. Execute an annual recruiting plan to enroll 6 freshmen male and 6 freshmen female cross country student-athletes each year.
- Establish the vision for the WLC cross country, and then, recruit and develop quality Assistant Coaches and Graduate Assistants to it. The coaches and GA's in turn develop and mentor WLC student-athletes in accordance with that vision; as well as the goals and direction set by the Director of Athletics for all WLC sports to contribute and advance the mission and ministry of WLC by building up young men and women through athletic competition.
- Recruit and administer coaching and practice sessions in accordance with NCAA and Conference regulations, developing NCAA knowledge base and annually refreshing such knowledge and course correcting operations as needed to comply.
- Utilize expertise in coaching and developing student-athletes in cross country fundamentals and skills.
- Oversee the strength and conditioning as well as academic eligibility for cross country student-athletes.

- Assist in teaching “Coaching of Track and Field” (PED course) to equip students with foundational knowledge in distance running theory and information necessary for the successful coaching of track and field and cross country as well as skill analysis, drill development, tactics, strategies, and other coaching techniques.
- Promote and brand the WLC Cross Country program and WLC’s profile as a distinctive Christian college experience through recruiting, community outreach, public speaking, fundraising, and camps.
- Collaborate with Enrollment/Admissions, the Dean of Student Success, Student Life and Campus Ministry to support achievement of enrollment and retention goals.
- Serve as assistant track coach, leading all distance student-athletes during the indoor and outdoor track and field seasons.
- To recruit, retain and encourage cross country student-athletes to compete in both indoor and outdoor track and field.
- To provide management and oversight of the WLC’s Fitness Center (FC) including:
    - Oversee the operation of the FC, including maintenance and cleaning oversight.
    - Hire student employees to monitor the FC during the time that the FC is open for the general student population.
    - Provide a vison for the future of the FC.

Faith and Character Development:
- Integrate Christian faith principles into the cross country program’s culture.
- Organize and support initiatives to encourage spiritual growth and servant leadership among student-athletes and staff.
- Partner with campus ministry to provide opportunities for athletes to engage in worship, Bible studies, and faith-based service projects.

Community Engagement:
- Serve as an ambassador for WLC and its cross country program, building relationships with alumni, donors, and community members.
- Utilize WLC and area facilities to host community cross country activities to promote general awareness of the college.

Student-Athlete Success:
- Promote the holistic development of student-athletes, ensuring academic success, athletic achievement, and personal well-being.
- Support initiatives that prepare student-athletes for leadership roles in their communities and professions.

Student recruitment and retention:
- Serve as a leader on the Enrollment Team, collaborating with admissions and financial aid to attract high-quality student-athletes and maximize the cross country program’s enrollment pipeline.
- Support initiatives that ensure students are successful, both in the classroom and out, partnering with academic and student affairs leadership to focus on holistic student support with the goal of athlete persistence to graduation.

Fundraising:
- Oversee cross country fundraising efforts.
- Develop and maintain financial partnerships with local and regional organizations to enhance the funding, visibility, and impact of the cross country program.

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QUALIFICATIONS

Required:

- Bachelor's degree in a related field (master's degree preferred) from an accredited institution.
- Proven coaching experience in collegiate athletics, with a strong understanding of NCAA Division III regulations.
- Demonstrated commitment to Christian faith and the integration of faith into professional practice.
- Strong organizational, communication, and interpersonal skills.
- Proven success in team building, budget management, and program development.

Preferred:

- Experience working in a faith-based educational environment.
- Background in athletic coaching.
- Knowledge of fundraising strategies and donor relations.

Knowledge, Skills, and Abilities:

- Ability to perform duties in a manner consistent with the WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the WELS (Wisconsin Evangelical Lutheran Synod).
- Proficiency in Microsoft Office and other computer applications.
- Strong ability to work in a collaborative dynamic team environment, flexing to priorities.
- Demonstrated strength in attention to detail, proofreading, organization, prioritization, time management, and efficiency.

Physical Requirements:

- Ability to travel locally and nationally for athletic events, meetings, and conferences.
- Ability to attend and support athletic events, including evenings and weekends as required.
- Ability to lift and carry up to 25 lbs. occasionally, such as athletic equipment or materials.
- Ability to perform duties that may involve sitting, standing, or walking for extended periods of time during events or meetings.

As is expected of all workers, this position requires the incumbent to perform job responsibilities in a manner consistent with the overall mission and core values of Wisconsin Lutheran College, as defined through its affiliation with the WELS.