



WISCONSIN LUTHERAN COLLEGE

Position Description

Position Title: Head Track and Field Coach

Department: Athletics

Reports to: Director of Athletics

FTE: 1.0 FTE

Called: No

Revised: May 31, 2022

Position Summary: The Head Track and Field Coach is responsible for planning and directing the recruitment, retention, conditioning, training, development and mentoring of student-athletes. This includes organization of all track and field operations, assistant coach development and assessment, fiscal program management and compliance for Wisconsin Lutheran College's (WLC) NCAA Division III intercollegiate track and field program. Additionally, as a partner in WLC athletics administration as one of several athletics staff members, the additional athletic duty assigned outside of track and field will include, but is not limited to, the management and oversight of WLC's Sports Performance Center.

Primary Responsibilities Head Track and Field Coach:

- ❖ Serve as Head Track and Field Coach assuming full responsibility for the organization, development, coordination, continuous improvement, efficiency, operations and ensuring high performance of the WLC Track and Field program.
- ❖ Attract, recruit, develop, mentor, and retain quality student-athletes to WLC with the goal of continuous development and improvement of the track and field program to consistently maintain a roster of 40 men and 40 women (with the assistance of the cross country coaching staff). This includes annually executing a recruiting plan to enroll 8 freshmen male and 8 freshmen female track and field student-athletes each year (not including cross country freshmen).
- ❖ Establish the vision for the WLC track and field program, 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.
- ❖ Monitor academic progress and status of team members, emphasize "student-athlete" expectation, and serve as a mentor and champion for academic success, as well as pro-actively implement action plans through appropriate academic support staff out of Christ-motivated love and care to help student-athletes persist to graduation (as the-a primary focus/outcome of their WLC experience).
- ❖ Monitor and maintain the discipline and conduct of track and field student-athletes to support the mission, image and reputation of the WLC Track and Field program. Utilize campus pastors to intentionally integrate spiritual development through spiritual mentorship, team devotions, and use of God's Word as a guide and standard.
- ❖ 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.

- ❖ Promote the Catalyst Track and Field facility by actively pursuing event hosting opportunities. These events should include, but not be limited too, grade school track invitational meets, LIT High School meets, WIAA Regional and Sectional meets, WLC hosted invitational meets, The NACC Championships, and other significant track opportunities.
- ❖ Utilize expertise in coaching and developing student-athletes in track and field fundamentals and skills.
- ❖ Oversee the strength and conditioning as well as academic eligibility for track and field student-athletes.
- ❖ Teach Coaching of Track and Field (PED course) providing students with foundations of track and field theory and information necessary for the successful coaching of track and field as well as skill analysis, drill development, tactics, strategies, and other coaching techniques.
- ❖ Manage all operational, fiscal, budgeting, compliance, and administrative activities for the track and field program.
- ❖ Promote and support branding of the WLC Track and Field program and WLC's profile as a distinctive Christian college experience through recruiting, community outreach, public speaking, fundraising, and camps.
- ❖ Ensure all Track and Field student-athletes and coaches adhere to all NCAA, Conference, and College rules and regulations.
- ❖ Collaborate with Enrollment/Admissions, the Dean of Student Success, Student Life and Campus Ministry to support achievement of enrollment and retention goals.

Primary Responsibilities as the Staff Member in the Department of Athletics to include the management and oversight of the WLC's Sports Performance Center (SPC):

- ❖ Oversee the operation of the SPC, including maintenance and cleaning oversight.
- ❖ Hire a student employee to monitor the SPC during the time that the SPC is open for the general student population.
- ❖ Assist in programming the SPC for student athlete and team use.

REQUIREMENTS

Education and Experience:

- Bachelor's degree required, with the ability to articulate the life changing impact of a Christian college's athletic program and learning community. Master's degree preferred.
- Minimum of three (3) years of coaching experience at the college level or similar high level track & field coaching experience with demonstrated success required.
- Coaching experience within a Christian private college and/or Christian ministry environment is preferred.

Knowledge, Skills, and Abilities:

- ❖ Goal driven with healthy competitiveness, solution-oriented and work ethic to execute and deliver.
- ❖ Must have high energy and maintain a positive attitude both mentally and spiritually.
- ❖ Comfort with and/or demonstrated experience in Christian mentorship of young men and women with goal of their spiritual growth based on and using God's Word both in planned occasions and as the situation presents.
- ❖ Demonstrated strength in integrity, interpersonal communication, and organization skills.

- ❖ Appreciation for the role of intercollegiate athletics at the NCAA Division III level in the development of students and the college experience within a private Christian college.
- ❖ Must have technical knowledge of the NCAA, the student-athlete, and/or the demonstrated ability and commitment to learn and comply with all such NCAA and WLC guidelines.
- ❖ Proven oral and written communication skills with the ability to communicate effectively with multiple levels of constituents, including coaches, faculty, staff, student-athletes, donors, as well as internal and external partners with judgment and use of appropriate professionalism for each situation.
- ❖ Strong use of written and electronic communication, recruiting applications, and techniques.
- ❖ Demonstrated ability to use a personal computer and Microsoft Office.
- ❖ Ability to coach in outside areas, hot and cold weather, and exposure to elements such as rain, dirt, fumes, and loud noises. Must also have the ability to perform duties which require moderate to active physical activity, handling of weights and objects weighing 25 to 50 pounds, and standing or walking more than four (4) hours per day.
- ❖ Ability to travel with capacity to also work evenings and weekends.
- ❖ Must hold a valid driver license and maintain insurability to drive on behalf of the College.
- ❖ Must be able to perform duties in a manner consistent with WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).