

JOB DESCRIPTION

Position Title: Head Track & Field Coach
Full time, 10 months
Anticipated hiring salary range: \$38,000-\$40,000

Reports To: Director of Track & Field

Description of Mission Impact:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world. The mission of the Houghton University Athletics Department is to glorify God by educating and developing men and women leaders who compete with excellence, lead by character, and exemplify Jesus Christ in our world.

The Head Track & Field Coach provides leadership and instruction in a Christ-centered program that will challenge, encourage, and equip each student-athlete to not only compete at the highest level, but to also understand the bigger purpose behind the sport. Our goal is to grow leaders who are servant-oriented, driven to pursue excellence for the Glory of God in order to compete with excellence, lead by character, and exemplify Jesus Christ in our world.

Essential Duties:

- Provide leadership and instruction in the personal and athletic development of student athletes.
- Direct and coordinate the activities of the team staff to include the planning, organizing and coaching of the team; ensure compliance with university, Empire 8 Conference, and NCAA policies and regulations.
- Counsel team members in academic, disciplinary and personal matters; consult with university administration and faculty for resolution of problems as required.
- Develop, execute, and monitor ongoing strategies for recruiting future student athletes.
- Coordinate all recruiting efforts with the coaching staff.
- Provide opportunities for spiritual growth and formation, including such activities as team devotions, individual discipleship and mentoring, and planning of missions trips domestically and abroad.
- Determine fiscal requirements and prepare budgetary recommendations; monitor, verify, and reconcile expenditures of budget funds.
- Study, evaluate, and implement innovations in sport-specific strategy and equipment.
- Represent the Athletic Department in professional, civic, charity, and alumni events.
- Perform other related duties incidental to the work described herein.
- Other duties as assigned.

Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

Pace: The pace of the job changes depending on the time of year. Must be able to balance multiple tasks at one time and delegate work to assistant coaches.

Communication: Ability to communicate clearly and effectively with student athletes, administrators, supervisors and other constituents.

Collaboration: Ability to solve problems and able to listen and collaborate with other staff members.

Commitment: Dedicated to your relationship with Christ which drives our mission, and committed to the Athletic Department in words, attitudes and conduct.

Instruction: Ability to teach technical and mental aspects of sport in ways that student athletes can understand and adopt.

Flexible: Open to change and ability to adjust and work in a changing environment.

Inclusive: Unbiased treatment and recognition of each student athlete as a unique individual.

Inspire: Know the mission of the program, believe in it and influence athletes to buy in.

Competitive: Ability to practice and teach healthy competition by utilizing the desire for success as a momentum to propel the team toward goals.

Qualifications:

- Earned Bachelor's degree (Master's degree preferred).
- Coaching (head or assistant) experience preferred
- Collegiate playing experience preferred
- Possession of or ability to obtain valid New York State Driver's License.
- First Aid/CPR certification preferred

Houghton University is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments.

Application Procedure: Review of applications will begin immediately but applications will be accepted until position filled.

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review Houghton University's Community Covenant and Doctrinal Statement available here:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

1. Please provide a brief description of your journey to Christian faith. In what ways are you currently participating in a local church or fellowship?
2. Review the University's Vision for a Common Life statement. Based on your reading, what resonates deeply with you?
3. Based on your reading of the Vision for a Common Life, what would most challenge you about our learning community?
4. If you have significant concern with one of Houghton's beliefs or practices, how would you work with the concern to preserve both the community's integrity and your own?