



*Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.*

**Job Title:** Head Cross Country Coach

**Classification:** Exempt, Part-time

**Reports To:** Director of Athletics

**Job Summary/Objective:** The Head Cross Country Coach will provide leadership and oversight for all aspects of a competitive NCAA Division III women's cross country program to include coaching the team; planning and supervising team practices and competitions; actively identifying, evaluating, and recruiting student athletes; and working within NCAA, conference and departmental guidelines.

**Position Type/Expected Work Hours:** Part-time, varied hours including evenings and weekends. This position will run from August 1, 2018 to December 30, 2018.

**Supervisory Responsibilities:**

- Manage cross country assistant coaches and any student workers involved in the program.

**Essential Responsibilities:**

- Provide leadership and coaching to the women's intercollegiate cross country team.
- Support the academic and athletic mission of the college including student-athlete academic and athletic excellence, leadership development, and community engagement.
- Effectively recruit qualified student-athletes in compliance with department, college and NCAA guidelines.
- Adhere to and enforces all policies and procedures of the department and the institution, as well as the rules and regulations of the NCAA, Old Dominion Athletic Conference (ODAC) and any other authorities that affect the intercollegiate athletic program.
- Schedule, implement, and attend all pre-season, in-season, and post season practices and contests.
- Provide financial accountability for all cross country expenditures and fund raising activity.
- Direct the conditioning and training of team members utilizing sound teaching and conditioning techniques.

- Work collaboratively within the department and other areas of the campus community in relation to athletic teams, facility usage, recruiting events and alumnae engagement.
- Coordinate team travel arrangements.
- Supervise the care and maintenance of team facilities and equipment.
- Communicate maintenance needs with Director of Facilities/Physical Plant/Riding Programs.
- Participate in designated staff functions including job related in-service training.
- Perform other duties as assigned by the Director of Athletics.

**Required Qualifications:**

- Bachelor's degree required.
- Skills and experience coaching women's cross country, preferably at the collegiate level
- The selected candidate should adhere to the philosophy of Sweet Briar College and NCAA Division III rules.
- CPR/AED certification.
- Excellent verbal and written communication skills.
- Demonstrated ability and passion to teach and demonstrate sport specific skills.
- Strong commitment to NCAA DIII philosophy.
- Experience in identifying, evaluating and recruiting student-athletes
- Willingness to fundraise.
- Ability to interact positively with all levels of the Sweet Briar College community.
- Ability to work weekdays, evenings and weekends.
- Candidate must have a valid driver's license and meet insurability standards of the college

**Preferred Qualifications:**

- Master's degree in Coaching, Education or similar field
- 5+ years of successful coaching experience.
- Coaching experience at the collegiate level

**Work Environment:** Various work environments from seasonal outdoor work with teams to indoor facilities administrative responsibilities in office environment.

**Physical Demands:** Moderate activity; must be able to work effectively with student-athletes and lift up to 20lbs; extended periods of sitting and/or standing may be required.

**Travel:** As competition and recruiting needs dictate.

**Deadline for Submission:** Review of applications will begin immediately and continue until filled.

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**How to Apply:** If applying for a faculty or staff position, please submit a **Sweet Briar College employment application**, cover letter, résumé and three professional references to [xcountrycoach@sbc.edu](mailto:xcountrycoach@sbc.edu).