



Position Description
Assistant Cross Country Coach

Department: Athletics

Reports To: Assistant Cross Country Coach

Primary Function:

The Assistant Coach assists the Head Coach with developing and executing a sport's program which supports the vision, mission, and goals of Silver Lake College of the Holy Family.

Essential Responsibilities:

1. Responsible for upholding the image of Silver Lake College.
2. Responsible to the Head Coach regarding all team and coaching activities.
3. Awareness of and support of all policies that relate to the intercollegiate sport's program.
4. Responsible for assisting the Head Coach with the direction and recruitment of student athletes for the intercollegiate sport's program.
5. Assists the Head Coach with overseeing the academic progress and welfare of student athletes.
6. Assists the Head Coach with developing and directing a game plan, training, skill development
7. Assists the Head Coach with directing the team in game competition.
8. Assists the Head Coach with practices and takes over the practices when the Head Coach cannot be at a practice.
9. Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Good organizational, communication and recruitment skills are essential
- Knowledgeable and committed to NAIA, USCAA and institutional regulations
- Most have a high level of ethical standards
- Demonstrates a student-centered approach
- Confidentiality is a must

Additional Employment Requirements:

- Bachelor's Degree preferred
- Previous coaching experience
- Must have successful completion of criminal background record, driving record (as applicable), and reference checks.
- Must possess a valid driver's license and ability to meet driver safety standards.

Employee Name (Printed)

Date

Employee Signature