



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 4/1/2024
Revised on: 2/26/2026

| Job Title | Salary Schedule | Grade | Job No. |
|---------------------------------|-----------------|--------------|--------------|
| Cross Country Head Coach | Local | | |
| Reports To | FLSA Status | Grant Funded | Tenure Track |
| Director of Athletics | Non Exempt | No | No |

JOB SUMMARY: The person in this position has responsibility for recruiting athletes and coaching the men's and women's cross country teams. The job requires organizational, administrative, coaching, and public relations skills necessary to field a competitive intercollegiate men's and women's cross country team.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Prior experience in coaching cross-country at the high school or collegiate level **required**.
- ◆ Collegiate experience as a cross-country or track runner *preferred*.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Bachelor's degree **from an approved U.S. Department of Education accredited institution** preferred.
- ◆ CPR/AED certification required within first 90 days of employment.
- ◆ Excellent public relations skills.
- ◆ Commitment to the teaching-learning process of the two-year community college and the open-door admissions process.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Coach intercollegiate men's and women's cross-country team under the supervision of the Athletic Director.
- ◆ Recruit academically/athletically qualified student athletes.
- ◆ Conduct academic follow-up activities for student athletes.
- ◆ Maintain records and submit reports as required.
- ◆ Conduct fundraising activities as required.
- ◆ Conduct community service projects as required.
- ◆ Represent the College in a professional manner while recruiting or in public forums.
- ◆ Keep abreast of changes in coaching methods and technology.
- ◆ Attend required College, ACCC, NJCAA meetings and workshops.
- ◆ Conduct all duties in compliance with ACCC and NJCAA rules and regulations.
- ◆ Comply with all policies of the Alabama Community College System and the College.

- ◆ Perform all duties and responsibilities in a manner consistent with the College mission.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Regularly required to stand, walk, and navigate both indoor gymnasiums and outdoor environments; occasional climbing, balancing, stooping, kneeling, crouching, or crawling may be necessary.
- ◆ **Manual Dexterity:** Frequent use of hands to handle coaching equipment and operate standard office devices.
- ◆ **Lifting:** Ability to lift and carry equipment and materials weighing up to 50 pounds.
- ◆ **Communication:** Clear and effective verbal communication skills are essential for instructing players and coordinating with staff.

Work Environment:

- ◆ **Setting:** Work is primarily performed outside, with exposure to varying temperatures and conditions during both indoor and outdoor activities.
- ◆ **Travel:** Regular travel is required for games, tournaments, and recruitment activities.
- ◆ **Schedule:** Flexible schedule, including evenings, weekends, and holidays to accommodate practices, races, and recruiting events.
- ◆ **Interaction:** Frequent interaction with student-athletes, athletic department staff, college administration, and external partners is expected.

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date