

Pacific Union College

Job Description

Position Title:	Cross Country Head Coach	Exemption Status:	Non Exempt
EEO Classification:	3 Professionals	Job Code:	20-2022
Department:	Athletics	Position ID:	43510CRCCHR
Reports To:	Athletic Director	Wage Scale:	I-F
Last Update:	4/24/2026		

JOB SUMMARY

The Pioneers Cross Country Head Coach is a member of the Athletics & Recreation Department of Pacific Union College. This position reports directly to the Athletic Director. Pioneers' cross country competes in the California Pacific Conference of the National Athletic Intercollegiate Association. This position is responsible for leading all aspects of the men's and women's cross-country program, including recruiting, player development, retention, practice planning, game strategy, academic support, managing the budget, and program administration. The head coach provides leadership and direction to the assistant coaching staff (volunteer and paid) and is responsible for fundraising for the cross-country program. The cross-country program will maintain a positive reputation with the community. The head coach will be a positive contributor to the athletic department and Pacific Union College.

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u>eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u>ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u>rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u>ervice:	A value and action rooted in our spiritual heritage.

ESSENTIAL FUNCTIONS

- Program Leadership
 - Direct and oversee all operations of the men's and women's cross country program.
 - Develop and implement a competitive vision and long-term strategy for sustained success.
 - Promote a positive team culture.
 - Represent the program and college in a professional manner on campus and in the community.
 - Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles from a Christian context.
- Coaching Responsibilities
 - Plan and conduct practices and conditioning sessions.
 - Mentor student-athletes in athletic, academic, and personal development.
 - Monitor student-athlete progress and encourage academic success and retention.

- Recruiting
 - Identify, recruit, and retain qualified student-athletes who align with the college's mission and admissions standards.
 - Maintain regular communication with prospective student-athletes, families, coaches, and admissions staff.
 - Work with Enrollment Services as it relates to financial aid for recruits as well as campus tours and other recruiting needs
- Administration
 - Manage program budget responsibly and in accordance with college policies.
 - Coordinate team travel, scheduling, equipment needs, and fundraising efforts.
 - Ensure compliance with all conference, NAIA, and institutional rules and regulations.
 - NAIA Eligibility Coordination
 - Obtain a strong understanding of NAIA and PUC academic and eligibility rules and regulations.
 - Works in tandem with the Compliance and Eligibility Coordinator to review academic and athletic information of current and future student athletes to ensure eligibility of play for all student athletes.
- Staff Supervision
 - Hire, train, and supervise assistant coaches and support staff as approved.
 - Delegate responsibilities effectively while fostering staff development.
- Campus and Community Engagement
 - Support athletic department initiatives and collaborate with other campus departments.
 - Participate in community outreach, alumni engagement, and fundraising activities.
 - Encourage student-athletes to engage in service opportunities and leadership development.
 - Support the Seventh-day Adventist mission of the institution and demonstrate how they can contribute to a Christian college environment.
- Perform all other duties as assigned.

Additional Responsibilities: List *infrequently performed and non-essential tasks. The statement "Performs other duties as assigned" may be included here.*

EDUCATION

Bachelor's Degree preferred; 2-3 years professional experience

Certification

License/Certification: Familiar with NAIA governing rules and CPR certification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge / Skills / Abilities: List *the knowledge, skills, and abilities required to perform the essential functions of this position.*

- Familiar with NAIA governing rules
- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Information Management: Treats all information and data within the scope of the position w/confidentiality and security.

Risk Management: Cooperates fully in all risk management activities and investigations.

Supervisory Responsibilities: Supervises one assistant coach and student team manager.

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Frequent travel, computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: weekend work, on-call/after-hours work, fast-paced work, and driving/operating machinery or vehicles.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the Men's and Women's Cross-Country Head Coach position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the _____ job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date