



Montcalm Community College

Title: Head Cross Country Coach	Department: Athletics
Supervises: Intercollegiate athletes	Immediate Supervisor: Athletic Director

General Description: Selects, recruits, and monitors student-athletes for their respective sport. Promotes sportsmanship, team play, and a commitment to academics while directing their team. Follows the rules and guidelines in accordance with the NJCAA and MCCA.

Position Duties:

1. Evaluates pre-season equipment and uniform needs.
2. Recruit prospective student athletes.
3. Assist in scheduling non-conference games with the approval of the Athletic Director.
4. Supervises Assistant(s) and student athletes.
5. Monitors study tables, reviews academic progress reports, fosters sportsmanship.
6. Manages equipment and the proper use of equipment.
7. Completes year-end inventory of all equipment, supplies, and uniforms.
8. Coordination of practices and assist in coordinating trips.
9. Abides by all standards, rules, and regulations of the NJCAA and MCCA.
10. Attend department, conference, and regional meetings.
11. Enters correct statistics into the NJCAA in a timely manner and follows all deadlines.
12. Ensures Athletic Department knows of all ejections or any reprimands that occur at any/all events.
13. Conforms to the administrative policies of the College and the Athletic Department.
14. Assists in the game-day operation preparation of home events.
15. Ensures all assistants, student athletes, and managers foster a positive image for the College and Athletic Department.
16. Keeps a positive relationship with all media outlets and submits scores to appropriate outlets after games.
17. Ensures scores are given to the Athletic Department within an hour after the game along with a blurb to enable the staff to update the website.
18. Under the direct supervision of the Athletic Director, performs all coaching duties outlined.
19. Other duties as assigned.

Qualifications:

1. Associates degree preferred in appropriate area of specialization.
2. High school head coaching required, or college coaching preferred.
3. First Aid and CPR certification required (or ability to receive certification).
4. Valid driver's license and a good driving record required.

REMUNERATION:	The contract will be \$7000 per year (prorated based on the time of hire). This payment will come in the form of a biweekly paycheck. The contract will be reissued as an annual agreement.
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	MCC will pay mileage at the current IRS mileage rate for recruitment trips. Coaches will have free access to our pool, fitness, and recreation centers.
APPLICATION DEADLINE:	Open until filled
START DATE:	July 1, 2025 (Earlier Start Potential)
METHOD OF APPLICATION:	Online application at www.montcalm.edu/employment . Attach your cover letter, detailed resume, transcripts, and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.