



Savannah State University Position Description – Head Track Coach & coordinator of Wellness Programs

POSITION DESCRIPTION

Position Title: Head Track Coach & Coordinator of Wellness Programs FLSA Status: Exempt
Reports to: Associate Director, Department of Student Development
Division: Division of Student Affairs
Date Prepared: July, 2011

BASIC FUNCTION

Provides supervision for students, faculty and staff in the university Weight Room (Body Shop). Provides instruction, when needed, to individuals using the facility on proper use and care of the equipment. Responsible for coaching the men and women's indoor and outdoor track teams.

NATURE & SCOPE

Reporting to the Associate Director for the Department of Student Development, the Coordinator of Wellness plans, coordinates, and implements initiatives and general program operations in the Weight Room (Body Shop). Develops unity in a highly competitive environment. As a full-time team leader must be knowledgeable of all aspects of the track and Weight Room in order to direct and coordinate activities.

Applies theories and principles related to track coaching techniques and management of the university Weight Room (Body Shop) gained through wide seasoning and special development. Works with university personnel and departments and community individuals to include Plant Operations, Security, and Equipment Suppliers.

Responsible for equipment purchases in the Weight Room and any travel expenses for all track and X-C programs.

PRINCIPLE ACCOUNTABILITES

- Plan, implement, and supervise weight training and wellness activities, services, and instructional programs for students, faculty, staff, and guests.
- Plan, implement, and supervise individual and group instruction, and organized competitive intramural sports for SSU students, faculty, staff, and community guests.
- Create materials and other marketing tools to promote programs and services offered in the Weight Room (Body Shop).
- Supervises and evaluates part-time and student employees of the Weight Room (Body Shop).
- Coordinates with Athletic team coaches, schedules and maintains calendar for usage of Weight Room (Body Shop)
- Develop methods for collecting input from users to enhance and expand programs and services.
- Develop policies, procedures, and an atmosphere to promote good sportsmanship and team play.
- Plan and implement special events and programs in wellness for the campus community.
- Coordinates with Assistant Director for Intramural sports and Wellness to supervise regular maintenance of the facility and equipment in the Weight Room (Body Shop).
- Coach men and women's X-C, indoor track, and outdoor track.
- Perform other duties as assigned.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Advanced degree in Physical Education or Recreation, first aid certification and ten years work experience.