

**WARREN WILSON COLLEGE**  
**POSTION DESCRIPTION**

**POSITION TITLE:** Director of Outdoor Programs/Head Cross Country Coach

**DEPARTMENT:** Student Life

**REPORTS TO:** Director of Athletics and Adventure Sports

**POSITION SUMMARY:**

The Director of Outdoor Programs develops policy and programming, manages budgets, supervises work crew, facilitates programming for Fall and Spring Orientation, serves as the Head Cross Country Coach and teaches courses in ODL/PED.

**SPECIFIC RESPONSIBILITIES:**

1. **Outdoor Programs Director.** Provides outdoor programming for students and the campus community.
  2. Designs, organizes and implements all aspects of program services complete with logistical details, managing budgets, securing transportation, and following safety protocol.
  3. Supervises a crew of 7-9 students on Outdoor programs crew. Holds weekly meetings with crew.
  4. Ensures that all crew members are certified to guide, lead or support outdoor programs.
  5. **Community Bike Shop.** Handles budget, ordering supplies, work ethic and direction of crew.
  6. Supervises a crew of 4-5 on community bikes. Holds weekly meetings with crew.
  7. **Orientation Facilitator** for fall and spring sessions. Assist with programming during new student orientation week. Develops activities and programs to enhance student's experience.
  8. **ODL/PED Instructor.** Trip Leader Practicum F0/S0, and Top Rope Site Management S2.
  9. Instructor will be qualified to teach courses by having proper certification, develop a curriculum, secure transportation for off-campus classes, and follow all safety rules and regulations of the college.
- Coaching Responsibilities**
10. Recruit new student-athletes through visits, scouting, phone calls, correspondence, camps, and clinics.
  11. Recruit student-athletes who are capable of academic, athletic, and social success in a competitive academic, athletic and work environment.
  12. Work effectively with student-athletes, staff, faculty, and administrators through good communication and interpersonal skills.
  13. Oversee and manage budgets.
  14. Organize all travel operations including scheduling, budgeting, driving and proper management of student-athletes.

15. Maintain a professional appearance when representing the college.
16. Provide successful leadership for student-athletes both on and off the course.
17. Submit a year end Cross Country report to the Athletic Director.
18. Establish a working and coaching presence in the athletic offices.

**WORKING CONDITIONS:**

1. Frequent evening and weekend work
2. Establish an office environment and presence in athletics area.
3. Travel Required. Consider securing a CDL license for team travel.

**QUALIFICATIONS:**

1. Commitment to the College's mission and the mission of the Athletic Department.
2. Bachelor's Degree required.
3. A background in college athletics. A minimum of 2 years coaching experience required.
4. Minimum of 3 years administrative and supervisory experience needed which includes program development, budgeting, scheduling, teaching and collaboration.