



## **Seattle Preparatory School**

### **Program Head – Girls Cross Country**

#### *Position Announcement*

#### **School Mission and Description:**

Seattle Preparatory School is a Catholic, Jesuit college preparatory school with an enrollment of 785 students. Seattle Prep is guided by its mission statement: *We embrace the Ignatian ideals that God may be found in all things, that each person is sacred and that we are created to serve others in community. Our mission is to form discerning, transformational leaders who are intellectually competent, spiritually alive, open to growth, loving and committed to justice.* Located in the North Capitol Hill neighborhood of Seattle, Seattle Prep seeks qualified professionals to partner in our mission of forming “men and women for others.”

#### **Job Description**

Seattle Prep is hiring a part-time **Program Head for Girls Cross Country**. The position’s primary responsibility, under direction of the Athletic Director, is to lead all functions of the sport, building a staff, forming a team, and developing a schedule that will help Seattle Prep run a program that lives out the school’s mission while competing at the top level in the sport.

#### **Essential Duties and Responsibilities:**

- Demonstrate a passion for coaching and deep knowledge of the sport.
- Lead all levels of the program, developing a strong culture that permeates throughout the program.
- Effectively teach team and individual strategies and techniques.
- Be able to clearly communicate to all constituents in the program.
- Manage the program budget, including uniforms, local and travel competitions, and more.
- Work with other Program Heads to foster a culture of multisport participation, prioritizes physical strength development and emphasizes mental health.
- Assist in maintaining and maximizing a strong partnership with the Boys Cross Country program.
- Build a calendar of activities for both in- and out-of-season activities which maximizes available time, focuses on long term health and fitness, and prioritizes success in a strong academic setting.
- Represent Seattle Prep, the athletic department and the cross country program at a variety of on- and off-campus marketing and networking events.
- Seek continuing education opportunities (clinics, attending college practices, working camps, etc).
- Maintain compliance with all Seattle Preparatory School, the Metro League, WIAA and other applicable rules and regulations.

### **Required Qualifications:**

- Experience and Expertise in the sport
- Prior coaching experience at the high school or college level (preferred.)
- 21 years of age or older
- Possess a valid driver's Washington Driver's License
- Seeking continuing education opportunities in the sport
- Available for all practice sessions, workouts, competitions and related meetings
- Current First Aid and CPR certifications

### **Other Details:**

- *Terms of Employment:* Part Time, 150 hours over 3 months, Level 3
- *Reporting:* Reports to the Athletic Director
- *Job Classification:* This position is classified as Exempt – Not Overtime Eligible under the FLSA and the WMWA
- *Stipend Range:* \$8,705-\$14,020 annually. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.
- *Benefits:* Paid Sick Days
- *Additional Requirements:* Successful completion of criminal history background check and Safe Environment training

### **Nondiscrimination Policy:**

Seattle Preparatory School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation or any disability which can be reasonably accommodated in the administration of its educational policies and school administered programs. If you would like an accommodation in the hiring process, please reach out to [employment@seaprep.org](mailto:employment@seaprep.org).

### **Application Process**

Please submit a resume, cover letter and list of 3 professional references with contact information to [sreed@seaprep.org](mailto:sreed@seaprep.org)