Mercy High School, Burlingame
Cross Country/Track and Field Position Description

Job Title: Cross Country/Track and Field Coach
Department: Student Life
Reports To: Athletic Director
FLSA Status: Exempt/Hourly Employee
Prepared By: Kelly Hickey
Preparation Date: June 3rd, 2025

Summary:

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Coach is responsible for supporting the Cross Country/Track and Field program throughout the season.

Essential Duties and Responsibilities include the following:

To perform the job successfully, the individual must possess the ability to perform as part of team and have excellent interpersonal skills; have excellent written and verbal communication skills and the ability to work with a wide range of audiences; have strong organizational skills and be detail-oriented, with the ability to multitask and meet multiple deadlines.

In addition, the Head Cross Country/Track and Field Coach must be able to meet the following expectations:

- Attends all Cross Country/Track and Field program activities including practices and games, team meetings, and off season conditioning.
- Supervises Assistant Coaches.
- Collaborate with the Assistant Coach to organize practice plans.
- Lead drills and provide individual skill instruction during practice.
- Support the program during team activities, including travel.
- Competition Day responsibilities including:
    - Support the Assistant Coach with assigned duties
    - Supervision of teams
    - Score and state keeping
- Other responsibilities include not limited to:
    - Schedules camp and organizes team bonding activities
    - Registers for competitions
    - Attends Mercy Athletic Department meetings, League Meetings (Pre and Post)
    - Coaching within compliance of all NFHS/CCS rules
    - Involved with the development and coordination of the Mercy Burlingame Cross

Country and Track and Field program, which includes Varsity, Junior Varsity
    - ○ Monitors the progress of the Mercy Burlingame Cross Country and Track and Field program
    - ○ Performs other duties as assigned by the Assistant Head of School and Head of School.
- Maintain strong relationships with Mercy staff, students, and parents

Qualifications:

Experience and/or knowledge of the sport is required
Previous high school coaching experience is preferred
Candidates must be available during after school hours. Off season meetings and duties are also required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, the person should have the following experience and/or education to perform the job successfully:

An individual must have related experience in a high school setting, or a combination of elementary and high school experience demonstrating competence in ... and/or other related areas of the job description. The individual must be knowledgeable of Catholic Church teachings and doctrines, within the context of the tradition and charism of the Sisters of Mercy, while providing a working atmosphere which fosters and promotes these values.

Education and/or Experience:

Successful candidate is required to possess:

- First/Aid/CPR certification
- TB test
- Virtus certification
- Current driver's license
- Livescan clearance
- NFHS coaching certification
- Lifeguard certification

Computer Skills:

To perform the job successfully, an individual should have a working knowledge of MS Word, Excel, Google Apps, and the ability to manipulate other software used by the school such as PowerSchool.

Physical Demands:

The physical demands described are representative of those that must be met by an individual to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of the job, the individual is regularly required to talk or hear. The individual is frequently required to walk; sit; use hands to finger, handle or feel, and reach with hands and arms. The individual is occasionally required to stand, stoop or kneel. The individual needs to move from the main school building to lower campus. Specific vision abilities required by this job include close and distance vision.

Work Environment:

The work environment characteristics described are representative of those an individual encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Salary is commensurate with team level and coaching position. Hourly rate ranges between $20-25/ hour depending on experience.

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)

Send resume:
Email a resume with coaching experience to Athletic Director Kelly at
khickey@mercyhsb.com