Carleton College Exempt Position Description

Job Title: Strength and Conditioning Coordinator
Reports To: Chair/Athletic Director
Department: Physical Education, Athletics, and Recreation (PEAR)
Division: Dean of the College

Position Overview:
Responsible for all aspects of coordinating the strength and conditioning programs (primarily varsity athletics) for the Physical Education, Athletics, & Recreation Department.

Essential Job Functions/Responsibilities:

• Provide an overall welcoming, inclusive, positive, & safe environment for the strength and conditioning development of all student-athletes.
• Implement sport-specific speed, agility, quickness and conditioning programs.
• Schedule, prepare and conduct sport specific weight room activities including technique instruction and properly periodized programming.
• Demonstrate a knowledge of and adherence to the rules and regulations set forth by the NCAA, MIAC, and Carleton College.
• Implement rehabilitative exercises for injured student-athletes as prescribed by and in coordination with the Head Athletic Trainer or Team Physician.
• Consult and assistant with Director of Recreation on "Healthy Lifestyles" programing for the college.
• Assist with the hiring, scheduling, and training of student work staff assigned to weight training rooms.
• Demonstrate behavior consistent with maintaining a strength and conditioning program that has student-athlete welfare, as its central focus.
• Potentially teach activity-based PE courses with an emphasis on weight Training and/or nutrition.
• Maintain the highest priority on the overall educational experience of the student population.

Additional Job Responsibilities:

• Other duties as assign by the Chair/Athletic Director.
• Work cooperatively with personnel in the PEAR department, attend departmental meetings and activities, and always represent Carleton College well.
• Participate fully in the development of seasonal planning and fully support appropriate decisions made by the Chair/Athletic Director.

Describe Supervision Received and Exercised:

The strength and conditioning coordinator will be under the direct supervision of the Chair/Athletic Director. They will engage in a season end performance evaluation.
Education/Experience/skills (supported by job duties):

**Required:**
- Bachelor’s degree.
- Current certification by the National Strength and Conditioning Association (NSCA, CSCS).
- Experience in working with male and female athletes in a variety of sports.

**Preferred:**
- Master’s degree and two years’ experience at the collegiate level.

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.