



Job/Position Description Strength and Conditioning Coach (KWU/YMCA)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- The job starts as soon as possible.

We will not check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Kansas Wesleyan Strength and Conditioning Coach / YMCA Personal Trainer

POSITION'S MAJOR OFFICE: KWU Athletics / YMCA

MAJOR OFFICE RESPONSIBILITIES: KWU Athletics is responsible for operations of 25 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. Responsibilities for this position include designing and implementing a strength and conditioning program for all athletics programs, designing a facility maintenance program, updating social media sites, and daily weight room upkeep. Constant communication from the S&C coach to the head sport coaches, and athletic training staff will be required. In addition, the program is responsible for instructing and preparing the student-athletes for successful competition in the KCAC.

YMCA personal trainers affect the overall quality and reputation of the Salina Family YMCA by providing safe and personable experiences with members and participants.

POSITION'S DIRECT SUPERVISOR: Steve Wilson, Director of Athletics; Marc Coletti, Wellness Coordinator, YMCA

DATE POSITION LAST REVIEWED OR ANALYZED: March 25, 2021

REVISED BY: Steve Wilson, Director of Athletics; Angie Lassley, Salina Family YMCA

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Exempt, At-Will

JOB'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the person's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are dependent on the job's employment class and employment status.

POSITION INFORMATION

POSITION'S SUMMARY: Responsibilities for this position include designing and implementing a strength and conditioning program for all athletics programs, designing a facility maintenance program, updating social media sites, and daily weight room upkeep. Constant communication from the S&C coach to the head sport coaches, and

athletic training staff will be required. In addition, the program is responsible for instructing and preparing the student-athletes for successful competition in the KCAC. The position is responsible for providing customer service, safe group or individual wellness programs to assist members/participants with their health and wellness or sports related fitness goals, helping to maintain a clean and safe playing facility and providing positive relationships with YMCA members. As a YMCA Team Leader, personal trainers exhibit the following competencies:

- **Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.
- **Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.
- **Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.
- **Personal Growth:** Shares new insights. Facilitates change; models adaptability and awareness of impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

POSITION WORKS WITH: Kansas Wesleyan coaches and student-athletes, YMCA staff and members

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: KWU Fitness Center Budget

POSITIONS PHYSICAL WORKING CONDITIONS: KWU's Everett Morgan Strength Training Center, YMCA

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is likely to encounter blood so training on blood borne pathogens is essential. Employees must follow all safety requirements of the Salina Family YMCA. Employee must be able to lift a fifty (50) pound object, remain alert, move to various locations, communicate verbally, including projecting the voice across distances, identify noises of distress, and be able to handle irate, complaining, or demanding individuals without internalizing or personalizing comments made. Must have the ability to make sound judgments and decisions, even when distracted by noise or activity. Employee must have CPR and first-aid certification within 60 days of hire and maintain active certification throughout duration of employment. Employee must prepare courts, fields, and equipment for sports, and have the ability recognize potential hazards. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

POSITION'S EQUIPMENT: University phone, computer, coaching tools and apparel.

POSITION'S WORK SCHEDULE: Full-time, flexible schedule (minimum 40 hours per week) on average split 50/50 between Kansas Wesleyan and the YMCA.

POSITION'S TRAVEL REQUIREMENTS: None

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES (RESULTS AND BEHAVIORS):

- Teaching/Coaching (70%): Assist each Head Coach by providing student-athletes with the necessary knowledge, skills, and experiences required to be competitive at their chosen position or area.
 - Instruct, teach and coach student-athletes during weight room times.
 - Conduct video breakdown and instruction as a teaching and preparation tool.
- Administration (25%):
 - Participates in campus service and leadership opportunities regularly, serving in at least three annually.
 - Provides reports and documentation when required by the Director of Athletics.
 - Schedules use of the weight room

POSITION'S OTHER DUTIES (5%):

- Provides reports and documentation when required by the Director of Athletics/
- **Other duties as assigned by the Director of Athletics**

- **Perform other duties as assigned by the position's supervisor.**

POSITION'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures and standards (goals) upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder.

- Coaching – help the programs finish in the top four in the KCAC annually.
- University Contribution – the coach, the staff and the student-athletes contribute positively to the university.
- Student-Athlete Welfare – developing a mentoring relationship with each member of the programs. Positive program comments in the annual review by student-athletes

YMCA PERSONAL TRAINING DUTIES

- Develops and delivers high quality, safe instruction in use of wellness equipment and activities to assist them with their personal health and wellness/athletic fitness/sports specific goals.
- Follow and enforce all YMCA policies and procedures to ensure a safe, supportive, and engaging environment.
- Attends trainings and maintains all certifications as required.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's degree in Exercise Science or Related Field
- PREFERRED: None

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED FOR KWU: NSCA-CSCS or CSCCA-SCCC Certification, First Aid/CPR certification (must be active within 60 days of employment); NAIA Champions of Character Character-Driven Coaches online course and Blood Borne Pathogen online training (both must be completed within 60 days of employment); Valid driver's license.
- YMCA required certifications: Must already possess background knowledge of required health and fitness guidelines to tailor personalized workout programs for all populations. The ideal candidate will possess a YMCA of the USA Foundations of Strength and Conditioning Certification or a certification of a reputable organization that is recognized on a national level.

WORK EXPERIENCE:

- MINIMUM REQUIRED: Experience training collegiate level athletes.
- PREFERRED: Additional experience with individuals of all ages would be preferred as the YMCA serves youth to seniors.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- MINIMUM REQUIRED
 - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
 - Demonstrable teamwork and team building skills.
 - Demonstrable priority setting and organizational skills.
- PREFERRED
 - None

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHESIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITON. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassmt situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassmt situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.