



Position/Job Description  
Head Bowling Coach - Men and Women

**APPLICATION INFORMATION**

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, and your salary requirements. Please email your application materials to [hr@kwu.edu](mailto: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 the job is filled.
- Interviews will begin as soon as qualified applicants are identified, and continue until a hiring decision is made.
- Position is to be filled as soon as possible.
- Position begins as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

**ADMINISTRATIVE INFORMATION**

POSITION'S TITLE: Head Coach: Men's and Women's Bowling

POSITION'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: 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. The program recruits students to meet roster minimums; focuses on retention by providing an outstanding student-athlete experience and counseling students appropriately on academic and other issues; enhances the physical, mental and social development of the student-athletes through rigorous practices, appropriate competition and off-lane activities including community service; and provides a connection point for the campus, alumni and Salina community to the university.

POSITION'S DEPARTMENT: Men's and Women's Bowling

POSITION'S DEPARTMENT RESPONSIBILITIES: The bowling program is expected to recruit student-athletes that can be successful academically, socially and athletically at Kansas Wesleyan University, meeting a minimum roster size of 30 or more unique student-athletes and team managers, as set by the Vice President for Admissions, Advancement, and Marketing, and the Director of Athletics; instruct and prepare the student-athletes for competition in the KCAC; schedule and coach intercollegiate bowling events; counsel the student-athletes on academic, athletic and social issues; coordinate a team community service program; provide a connection point for outreach to the campus, alumni and Salina community.

POSITION'S DIRECT SUPERVISOR: Director of Athletics

DATE POSITION LAST REVIEWED OR ANALYZED: April 2022. Revised by Steve Wilson, Director of Athletics

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

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Benefits are available for full-time employees.

## POSITION INFORMATION

**POSITION'S SUMMARY:** The position is responsible for recruiting and coaching bowling student-athletes.

**POSITION WORKS WITH:** Bowling student-athletes and assistant coach, athletic training staff and sports information director. Also works with other head coaches, admissions and financial aid staff and other athletics staff members, as well as the community at large.

**POSITION'S STAFF AUTHORITY:** Potential oversight of bowling assistant coach

**POSITION'S BUDGET AUTHORITY:** Oversight of the bowling budget

**POSITIONS PHYSICAL WORKING CONDITIONS:** Office, weight room and practice and competition facilities.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** Position is required to work in a variety of environments. Potential exposure to blood borne pathogens.

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

**POSITION'S WORK SCHEDULE:** Flexible full-time schedule (normal office hours 8 am to 5 pm), arranged around recruiting, scheduled team practices, competition times, and staff meetings.

**POSITION'S TRAVEL REQUIREMENTS:** Significant travel for recruiting, as well as with the team for road games.

## POSITION DUTIES AND PERFORMANCE STANDARDS

**POSITION'S ESSENTIAL DUTIES:**

- Coaching/Teaching (50%)
  - Instruct, teach and coach student-athletes during practice and competition.
  - Conduct video analysis and instruction as a teaching and preparation tool.
  - Plans practice and/or game day strategy.
- Recruiting (30%)
  - Identify, evaluate and recruit potential team members to KWU, recording transactions in Front Rush or similar university provided recruiting software.
  - Retain current KWU students as team members
  - Ensures that program meets annual squad size number
  - Ensures program recruiting activities adhere to University, KCAC and NAIA Policies and Procedures
- Administration (15%)
  - Ensures ongoing eligibility of student athletes in the bowling program and monitors their academic progress. Targets include a 3.00 team GPA and a 90 percent graduation rate for student-athletes that exhaust eligibility at Kansas Wesleyan.
  - Provides schedules for the fall and spring contests that are fiscally efficient and spectator friendly.
  - Conducts inventories of uniforms, supplies and equipment to ensure effective maintenance of physical resources.
  - Supervises the assistant coach.
  - Effectively uses fiscal resources to coordinate team travel and recruiting.
  - Ensures that the program participates in at least one *Champions of Character* activity annually.
  - Serves as the primary spokesperson for the program in the community, leading at least two team community service projects annually and participating in at least one addition project personally.
  - Engages former student-athletes from the program throughout the year and conducts at least one on-campus alumni event annually.
  - Participates in campus service and leadership opportunities regularly, serving in at least three annually.
  - Represents the University at conference, regional, state and national meetings relating specifically to bowling.
  - Works with the SID to provide accurate data for individual and team accomplishments, as well as event results.
  - Provides reports and documentation when required by the Director of Athletics

**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

**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.

- Recruiting – sufficient recruiting contacts and evaluations to ensure that the minimum roster size is achieved as of the 20<sup>th</sup> day of the fall semester.
- Athletic Success – program retains its position as one of the top programs in the KCAC and region
- Engagement – that the program or the coach meets the above requirements for campus, community and alumni engagement.
- Student-Athlete Welfare – positive program comments in the annual review by student-athletes
- University Contribution – the coach, the staff and the student-athletes must contribute positively to the university.

## POSITION QUALIFICATIONS

**EDUCATION:**

- **MINIMUM REQUIRED:** Bachelor's degree.
- **PREFERRED:** Master's degree

**CERTIFICATIONS/LICENSES:**

- **MINIMUM REQUIRED:** 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.
- **PREFERRED:** None

**WORK EXPERIENCE:**

- **MINIMUM REQUIRED:** Minimum of one year coaching experience. Experience in recruiting.
- **PREFERRED:** Bowling head coaching experience. Experience with NAIA programs. Five years or more coaching experience.

**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 DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. 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 Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment 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. 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.