

# Position: Head Women's Flag Football Coach

## APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application),
6. Applicants must be eligible to work in the United States,
7. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications received by June 1, 2026, will be given priority. Applications will continue to be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- If applicant advances to the interview process, you will be notified. No phone calls, please.
- The position starts as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

### Position Summary

The Head Women's Flag Coach is responsible for the overall leadership, management, and success of the soccer program, including recruiting, coaching, and mentoring student-athletes. This role emphasizes competitive excellence, student-athlete development, academic success, and positive representation of the University.

### Key Working Relationships

- Flag football student-athletes
- Graduate assistant coaches and women's flag football staff
- Athletic training staff and Sports Information Director
- Admissions, financial aid, and athletics staff
- Other head coaches and campus departments
- Alumni and community members

### Supervisory & Budget Responsibilities

- **Staff Authority:** Direct supervision of assistant coach(es)
- **Budget Authority:** Oversight and management of the flag football program budget

### Work Environment & Conditions

- Work is performed in office settings, weight room facilities, and outdoor practice/competition venues
- Regular exposure to outdoor weather conditions (heat, cold, inclement weather)

- Potential exposure to bloodborne pathogens

### **Work Schedule**

This is a full-time position. Standard hours are typically 8:00 a.m. to 5:00 p.m., but the schedule varies significantly based on:

- Practices and competitions (early mornings, evenings, weekends)
- Recruiting activities
- Team travel and staff meetings
- Practice and competition schedules may range from 6:00 a.m. to late evening.

### **Travel Requirements**

- Significant travel for recruiting activities
- Travel with team for away competitions

### **Essential Duties & Responsibilities**

#### **1. Coaching & Teaching**

- Instruct and develop student-athletes during practices and competitions
- Plan and implement practice sessions and game strategies
- Utilize video analysis to enhance performance and preparation
- Foster a positive, disciplined, and growth-oriented team culture

#### **2. Recruiting**

- Meet annual roster size targets for varsity and junior varsity programs
- Identify, evaluate, and recruit prospective student-athletes
- Retain current student-athletes within the program
- Ensure all recruiting activities comply with University and National Association of Intercollegiate Athletics regulations

#### **3. Administration**

- Monitor academic progress and eligibility of student-athletes
  - Target outcomes: 3.00 team GPA and 90% graduation rate
- Develop fiscally responsible and competitive game schedules
- Manage inventory of uniforms, equipment, and supplies
- Oversee assistant coaches and program operations
- Coordinate team travel and recruiting within budget parameters
- Ensure participation in at least one Champions of Character initiative annually
- Serve as program spokesperson and lead:
  - At least two team community service projects annually
  - Participation in additional individual service activities
- Engage alumni and organize at least one annual on-campus alumni event
- Participate in at least three campus service/leadership activities annually
- Representing the University at conference, regional, and national meetings
- Collaboration with the Sports Information Director on statistics, records, and publicity
- Submit reports and documentation as required
- Provide reports to the Director of Athletics as requested

- Perform other duties as assigned

**Performance Measures & Expectations:** Performance will be evaluated based on the following:

- **Recruiting Effectiveness:** Achieving minimum roster size by the 20th day of the fall semester
- **Athletic Success:** Maintaining a top four standing in the conference
- **Engagement:** Meeting expectations for campus, community, and alumni involvement
- **Student-Athlete Welfare:** Positive feedback in annual student-athlete evaluations
- **University Contribution:** Demonstrating a positive impact on the institution and athletics department

#### **Education**

- **Required:** Bachelor's degree; **Preferred:** Master's degree

#### **Certifications & Licenses**

- **Required:** First Aid/CPR certification (within 60 days of hire), NAIA Champions of Character certification (within 60 days), Bloodborne Pathogen training (within 60 days), Valid driver's license

#### **Experience**

- **Required:** Minimum of one year of coaching experience, experience with recruiting
- **Preferred:** Head coaching experience in flag football, experience within NAIA programs, five or more years of coaching experience

#### **Key Competencies**

- Leadership and team management
- Recruiting and talent evaluation
- Organizational and budget management
- Strong communication and interpersonal skills
- Commitment to student-athlete academic and personal development
- Knowledge of collegiate athletics compliance and regulations