

Silver Lake College of the Holy Family
Head Coach for Men's & Women's Bowling Coach/Gameday Event Coordinator
Position Description

TITLE: Head Coach for Men's & Women's Bowling/Gameday Event Coordinator

DIVISION/DEPARTMENT: Athletics

REPORTS TO: Director of Athletics

FLSA STATUS: Full-time Regular, Exempt

DOES POSITON

SUPERVISE OTHERS: Yes

ABOUT SILVER LAKE COLLEGE OF THE HOLY FAMILY: Silver Lake College of the Holy Family is a Catholic, liberal arts-based, co-educational institution sponsored by the Franciscan Sisters of Christian Charity who founded the College in 1935 and continue to be an integral part of its life and mission. The College is located on the shores of Silver Lake and minutes from the sandy beaches of Lake Michigan. The College is a highly respected and active member of the Lakeshore community. Located in Manitowoc, WI, Silver Lake College of the Holy Family currently enrolls approximately 500 students, including traditional undergraduate students, graduate students, and adult learners. Undergraduate academic programs are offered in 45+ areas of study which feature a quality liberal arts education integrated with professional preparation. Graduate degrees are conferred in Education, Leadership and Organizational Development, and Music – Kodály Emphasis. The organizational culture intentionally focuses on the values that are consistent with Silver Lake's Franciscan influence including genuine care, respect and compassion for others, the community, and all creation. The campus climate is serene, also consistent with the peacemaking organizational value, but don't confuse that with the level of engagement present among all members of the community. The College is a small community, but large in vision and future. Programs like SLC Works, undergraduate student learning communities, and the many other student-centric initiatives focus on impacting the success of our students. Recently hired employees consistently mention the energy and excitement that is present at the College, and the genuineness of character among, staff, students and faculty. Silver Lake College of the Holy Family believes that diversity is integral to the educational and developmental experience of all learners. As a college community, we strive to be inclusive, recognizing and valuing opportunities to integrate dimensions of diversity in broadening our interpretation and understanding of humanity. 2 We respect and uphold the many facets of human identity in helping support and strengthen our college mission, vision and values.

PRIMARY PURPOSE: In consultation with administration, coaches, faculty and students, to develop and implement a strategic vision for the Silver Lake College of the Holy Family bowling program — encompassing a student-athlete centered philosophy, excellent coaching and an effective support strategy — that provides maximum opportunity for athletic and academic achievement within an institutional framework of leadership, ethics and values. To provide the leadership necessary to start, build, and develop the bowling program in order to enhance the strong athletic tradition of Silver Lake College of the Holy Family, while contributing to a well-rounded student population and the Franciscan Sisters of Christian Charity tradition of educating the whole person. The Head Men's & Women's Bowling Coach will also serve in cooperation with Director of Athletics as the Gameday Event Coordinator, in order to assist with gameday operations for all home events for Silver Lake College of the Holy Family.

DISTINGUISHING CHARACTERISTICS: The Head Men's & Women's Bowling Coach/Gameday Event Coordinator has major responsibility for setting and implementing a comprehensive vision for the

bowling program within the athletic department. The individual in the position also has a considerable impact on the academic and athletic success of Silver Lake College of the Holy Family student-athletes and plays a major role in the development of events which regularly bring community members, potential students, alumni and fans to campus.

WORK SCHEDULE: Employed for a 12 month basis with a standard work week or as identified in the most recent revisions of the Human Resources Employee Handbook or as determined by immediate supervisor. A considerable amount of night and weekend hours will be required. Travel requirements may at times result in the employee being away from home.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Note that all functions described below must be performed, and it is normally the responsibility of the individual in this position to perform them and/or see that they are performed. Functions are categorized as essential and marginal so that consideration can be given to accommodating a person with a disability by reassigning one or more marginal functions if it is practical for such function(s) to be performed by other employee(s).

ESSENTIAL FUNCTIONS:

1. Collaborate, in conjunction with the department of athletics and with the department of mission and ministry to develop and implement a Christian student-athlete organization that offers all student-athletes the opportunity to deepen their personal faith journey and serves as a visible model for all student-athletes to promote sportsmanship, service to others and gratitude for the gift and privilege to participate in sport. This program will include opportunities for team prayer, including a prayer at all home contests including inviting the opposing team to pray together at the end of each home contest.
2. Create — in consultation with members of the College community — and implement a comprehensive vision for the bowling program at Silver Lake College of the Holy Family, including goals and strategies, and processes to accomplish that vision. Develop appropriate vehicles to regularly share that vision within the athletic department and with the campus community.
3. Cooperatively develop recruiting plans for each team and for the bowling program as a whole. Assist in the development of written materials, electronic materials, programs and strategies to recruit the student-athletes that best fit the Silver Lake College of the Holy Family profile. In conjunction with the President, the Director of Athletics, the Dean of Enrollment, and the Dean of Students, develop recruiting and retention goals for student-athletes in the bowling program, which are achievable and equitable.
4. Assist with the implementation, in conjunction with other personnel, of a program for student-athletes in leadership, ethics, and values that will serve as a national model for other NAIA institutions and benefit all Laker Athletic teams as a recruitment and retention tool.
5. Collaborate, in conjunction with the department of athletics and with the department of mission and ministry to develop and implement a Christian student-athlete organization that offers all student-athletes the opportunity to deepen their personal faith journey and serves as a visible model for all student-athletes to promote sportsmanship, service to others and gratitude for the gift and privilege to participate in sport. This program will include opportunities for team prayer, including a prayer at all home contests including inviting the opposing team to pray together at the end of each home contest.
6. Plan for and execute fund-raising strategies that assist the bowling program and the athletic department in general in accomplishing their goals. Work collaboratively with the development office, through the Director of Athletics, on cooperative ventures and specific fund-raising activities for the bowling program.

7. Direct responsibility for the set-up and tear-down of athletic facilities for athletic contests sponsored by Silver Lake College of the Holy Family in order to present quality competitions and ensure safety, security, and student welfare in every sport. Assign organization and management responsibilities of particular contests to athletic support staff and/or student workers as appropriate. Assist in the planning and supervision of the execution of large-scale events that take place at College athletic facilities or within the Manitowoc region as developed by Silver Lake College of the Holy Family (i.e. conference basketball tournament at an area facility, regional championships, etc).
8. Work collaboratively with the Director of Athletics, The Faculty Athletic Representative, and the College Registrar to ensure academic eligibility of all student-athletes according to NAIA and conference rules and regulations. Continually update knowledge of NAIA rules and regulations and ensure compliance with such and adherence to the NAIA Champions of Character philosophy of student-athletes. Encourage academic accomplishments of student-athletes through the development and continued implementation of specialty recognition programs, groups, and faculty mentors.
9. Responsibilities as the Head Coach for the Men's and Women's Bowling Teams include:
 - a. ensuring opportunities for individual and team spiritual development including opportunities for team prayer (including inviting opponents to pray together following all home contests);
 - b. fostering a commitment to serving others through planned team service opportunities (a minimum of 1 organized service project each semester);
 - c. be a role-model for leading a faith-based lifestyle by regularly attending College prayer, Mass and other faith-based activities regardless of one's professed religion;
 - d. supporting the academic achievement of student athletes and making referrals to campus services as needed;
 - e. meet annual recruitment and roster size goals;
 - f. conducting regularly scheduled practices during pre-season, and the regular spring season;
 - g. meeting with student athletes regularly to evaluate academic and athletic performance;
 - h. promoting positive public relations within the College and the community;
 - i. coordinating all public information and promotional activities relating to the sport with the sports information director (newspaper, radio, etc.);
 - j. abiding by NAIA, and conference rules/regulations, as well as College employment and coaching expectations at all times;
 - k. recruit, orient, supervise, and evaluate student athletes according to College expectations and team standards;
 - l. manage expenditures allotted for the sport program including meals, lodging, transportation, and file record after each event;
 - m. maintain and inventory supplies and equipment for the sport program;
 - n. conduct periodic team program evaluations;
 - o. scheduling of games and officials each year;
 - p. driving the vehicle used for transporting players to and from College sponsored contests.
10. Develop programs to encourage target group participation (students, faculty, staff, neighbors and youth sports participants) to regularly attend home athletic contests.
11. Collaborate with the facilities staff to ensure all athletic facilities are properly maintained to provide a safe environment for all activities, participants and spectators.
12. Ensure compliance with all NAIA, and conference rules and regulations.

13. Perform other duties and tasks as assigned which contribute to achieving the goals of the Athletic Department in particular, and the College in general.

MARGINAL FUNCTIONS:

1. Perform routine office functions such as filing and copying.
2. Participate in logistical activities such as delivering materials to and picking up materials from the campus print shop and mailroom, storage areas, vendor facilities and other locations.

SUPERVISORY RESPONSIBILITIES:

1. Supervise potential assistant coaches and potential student workers.
2. Oversee set up and tear down of athletic facilities to ensure a safe environment for student-athletes, fans, and other users.

RECOMMENDED SKILLS/COMPTENCIES:

1. Clear commitment to and understanding of the mission of a comprehensive college with a liberal arts and professional focus with a substantial student-athlete population. Commitment to an environment that nurtures cooperation, diversity, academic excellence and a vibrant campus life.
2. Commitment to the highest ethical and professional standards.
3. Ability to communicate both orally and in writing, in a manner consistent with professional standards, including making oral presentations to groups and contributing to the development of high quality written materials which reflect positively on the College.
4. Ability to consistently demonstrate excellent interpersonal skills in dealing with persons both internal and external to the College, both on the telephone and in person. In particular, the ability to relate in a caring manner to students and families from a broad range of backgrounds, both in group situations and individually, and to effectively advise students and mediate disputes, some of which will be emotionally-charged.
5. The ability to remain calm in crisis situations, to act decisively, and to apply sound judgment in determining appropriate action regarding interventions, assistance and referral of students to other College staff members.
6. Ability to hire, train, supervise and evaluate assistant coaches.
7. Knowledge of NAIA regulations, legal issues related to athletics, and safety.
8. Experience responding to student, parent, faculty and staff questions and concerns.
9. Experience establishing collaborative working relationships with faculty, staff, students, and outside constituent groups.
10. Ability to prioritize and deal with several tasks concurrently, while maintaining flexibility, high energy, creativity, and attention to detail.
11. Ability to exercise creativity in conceiving innovative programs and means of publicizing and supporting them and in stimulating students and staff to take a major role in the development of programs.

12. Ability to quickly and easily get to know many students and the ability to work alternative hours when student issues or programs require it.
13. Ability to work effectively as a member of a staff where cooperation and teamwork are essential.
14. Knowledge of the organization and operation of the College, both administratively and academically, especially regarding those activities directly related to student athletes.
15. Ability to apply mathematical skills necessary for such tasks as the preparation of statistical reports and developing and monitoring budgets.
16. Ability to use new technologies to accomplish departmental goals.

EDUCATION:

1. Bachelor's Degree is required, Master's Degree is preferred.

EXPERIENCE:

1. Three (3) years' experience in coaching at the collegiate level is preferred.
2. Coaching and/or playing experience is required.
3. Valid Driver's License is required.

LICENSES:

1. A valid driver's license is required.

A WORD ABOUT THE NATURE OF JOB DESCRIPTIONS

It is believed that this job description is accurate as of its latest revision date. However, changes to job descriptions may be appropriate in the future. Changes may result from advances in technology, adjustments to the University's operations, and other factors. The University will endeavor to, whenever practical, involve the incumbent in developing such changes. Furthermore, all employees are encouraged to suggest changes to their job descriptions which they feel will result in improved effectiveness of University operations and/or make the job more satisfying and rewarding to the employee.

I have reviewed and acknowledge receipt of this job description.

Signature of
Employee: _____ Date: _____