



**Admissions Counselor / Head Coach for Women’s Volleyball
Position Description**

TITLE: Admissions Counselor/Head Coach for Women’s Volleyball

DIVISION/DEPARTMENT: Admissions & Athletics

REPORTS TO: Dean of Enrollment Management & Director of Athletics

FLSA STATUS: Full-time Regular, Exempt

DOES POSITON

SUPERVISE OTHERS: Yes – Assistant Coach / Volunteer Staff

ABOUT SILVER LAKE COLLEGE OF THE HOLY FAMILY: The College 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 the College’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. Silver Lake College of the Holy Family 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. We respect and uphold the many facets of human identity in helping support and strengthen our college mission, vision and values.

PRIMARY PURPOSE: The Admissions Counselor / Head Coach is an integral component of the Silver Lake College of the Holy Family’s Admissions and Athletic Teams and requires an enthusiastic, high-energy

individual who is determined to meet the College's enrollment goals. The individual must be committed to personal attention and follow-up with candidates and must be adept at matching candidate's needs with Silver Lake College of the Holy Family offerings and to work collaboratively with the Director of Athletics to maintain and 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 individual will be responsible for developing a plan of action to achieve school (target population) goals and represents Silver Lake College of the Holy Family at off-site events such as college fairs and on-campus functions. The Admissions Counselor / Head Coach serves as a Head Coach for one varsity sport (2019-2020 SPORT HEAD COACH NEEDS – Women's Volleyball or Women's Soccer).

DISTINGUISHING CHARACTERISTICS: The Admissions Counselor / Head Coach has major responsibility for setting and implementing a comprehensive vision for their determined target population. This individual assumes primary responsibility for assessing results and making recommendations of recruitment plans to the Dean of Enrollment Management and the Director of Athletics. The position requires the individual will work with the Director of Athletics and Director of Sports Information for their sports public relations and outside media constituents. The Admissions Counselor / Head Coach must be able to creatively use available resources to plan and coordinate travel for their determined territory / target population, but team as well.

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 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. Develop and implement a comprehensive recruitment plan, in collaboration with the Dean of Enrollment Management and Director of Athletics.
2. Establish and foster relationships with school professionals and secondary school coaches throughout the Midwest region as needed to achieve recruitment goals.
3. Maintain and update the content regarding student candidates, secondary organizations, and post-secondary organizations within the student information system (SIS) of Jenzabar EX.
4. Provide statistical information to the director of sports and information director as well as the director of athletics as necessary.
5. Ensure working knowledge on all NAIA compliance issues that pertain to recruitment and team matters.

6. Serve as the Head Coach for one varsity sport (2019-2020 SPORT HEAD COACH NEEDS – Women’s Volleyball or Women’s Soccer) which includes:
 - 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.
7. 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.

RECOMMENDED SKILLS/COMPETENCIES:

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. Working knowledge of rules, strategies, principles and method of scoring for all College sports.
7. Working knowledge of web site design and maintenance including the use of a web content management system to make edits and updates.
8. Working knowledge of providing internet game video services.
9. Ability to hire, train, supervise and evaluate student workers and volunteer staff.
10. Experience establishing collaborative working relationships with faculty, staff, students, and outside constituent groups.
11. Ability to prioritize and deal with several tasks concurrently, while maintaining flexibility, high energy, creativity, and attention to detail.
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 required.

EXPERIENCE:

1. A minimum of three years of significant, progressively responsible experience in coaching and sports information or a closely related field.

ADDITIONAL EMPLOYMENT REQUIREMENT:

1. Must have successful completion of criminal background record and reference checks.
2. A valid driver's license is required.

APPLICATION INSTRUCTIONS:

Applicants are asked to submit a cover letter, resume and three professional references to human.resources@sl.edu. While we appreciate every applicant's interest, only those under consideration will be contacted. Silver Lake College of the Holy Family is an Equal Opportunity Employer.