

POSITION ANNOUNCEMENT
WARTBURG COLLEGE
Community Recreation Program Coordinator/Assistant Volleyball Coach

Function of Position:

Responsible to the Associate Director of the Health and Wellness Center for coordination of all community recreation programs (50%) and to the Athletic Director/Head Volleyball coach for coaching women's volleyball (50%.) Fulltime, twelve months with excellent benefits.

Principal Duties and Responsibilities:

Programming:

- 1) Supervise all community recreation programs offered through the sports and wellness center.
- 2) Hire, train, supervise, and evaluate officials and other part-time staff as needed.
- 3) Plan, implement, and evaluate all programs offered to provide a comprehensive recreation program.
- 4) Maintain all facilities as specified in agreements made for each venue.
- 5) Revise and update a policies and procedures manual.
- 6) Maintain an inventory of equipment and purchase equipment as needed.

Administrative:

- 1) Locate and secure venues for all events.
- 2) Prepare and distribute a printed and web brochure to individuals and groups.
- 3) Oversee registration.
- 4) Assist with preparation of the budget.
- 5) Ensure that all staff timesheets are completed and forwarded to Human Resources when due.

Coaching:

- 1) Assist Head Coach with general organization, practice/game preparation and public relations.
- 2) Recruit on and off-campus including coordinating campus visits, school and competition visits, and phone recruitment.
- 3) Other duties as assigned by the Head Coach.
- 4) Other related duties as required.

Supervision:

Employee proceeds independently, working toward established objectives, requiring the use of a wide range of procedures. Employee prioritizes own work and refers unusual cases to supervisor.

Minimum Qualifications:

Requires Bachelor's degree and relevant organizational, administrative, coaching experience, commitment to the welfare and development of student-athletes within the philosophy of NCAA Division III, and experience working with diverse population groups.

To apply, email to hr@wartburg.edu a letter of application, résumé, and phone numbers for three references. Screening of applicants begins immediately, but applications will be accepted until the position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement and enrollment is approximately 1800 students. Wartburg is a member of the Iowa Intercollegiate Athletic Conference. As an affirmative action, equal opportunity institution, Wartburg actively seeks applications from members of ethnic and minority groups