



Position Description

Director of Strength and Conditioning 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,
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as July 8, 2024.

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.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Director of Strength and Conditioning

POSITION'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: KWU 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. Responsibilities for this position include designing and implementing a strength and conditioning program for all athletics programs, designing a facility maintenance program, updating social media sites, and daily weight room upkeep. Constant communication from the S&C coach to the head sport coaches, and athletic training staff will be required. In addition, the program is responsible for instructing and preparing the student-athletes for successful competition in the KCAC. Successful candidate will also serve as a position coach for the KWU Football program.

POSITION'S DIRECT SUPERVISOR: Director of Athletics

DATE POSITION LAST REVIEWED OR ANALYZED: January 2024, Revised by Director of Athletics, reviewed by Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-Time, Exempt (teaching duties exemption), Salaried, At-Will.

POSITION'S SALARY AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: Responsibilities for this position include designing and implementing a strength and conditioning program for all athletics programs, designing a facility maintenance program, updating social media sites, and daily weight room upkeep. Constant communication from the S&C coach to the head sport coaches, and athletic training staff will be required. In addition, the program is responsible for instructing and

preparing the student-athletes for successful competition in the KCAC. Successful candidate will also serve as a position coach for the KWU Football program

POSITION WORKS WITH: Primarily with KWU head coaches, athletics' staff, plant operations staff, director of athletics, vice president for advancement and university operations

POSITION'S STAFF AUTHORITY: Everett Morgan Fitness Center Staff (potentially student staff and potentially graduate assistant staff).

POSITION'S BUDGET AUTHORITY: Fitness Center Budget

POSITIONS PHYSICAL WORKING CONDITIONS: KWU's Everett Morgan Strength Training Center, competition and practice facilities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is likely to encounter blood so training on blood borne pathogens is essential. Employee must be able to lift a fifty (50) pound object, remain alert, move to various locations, communicate verbally, including projecting the voice across distances, identify noises of distress, and be able to handle irate, complaining, or demanding individuals without internalizing or personalizing comments made. Must have the ability to make sound judgments and decisions, even when distracted by noise or activity. Employee must have CPR and first-aid certification within 60 days of hire and maintain active certification throughout duration of employment. Employee must prepare courts, fields, and equipment for sports, and have the ability recognize potential hazards. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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

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

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES (RESULTS AND BEHAVIORS):

- Teaching/Coaching (60%): Assist each Head Coach by providing student-athletes with the necessary knowledge, skills, and experiences required to be competitive at their chosen position or area.
 - Instruct, teach and coach student-athletes during weight room times.
 - Conduct video breakdown and instruction as a teaching and preparation tool.
- Administration (40%):
 - Participates in campus service and leadership opportunities regularly, serving in at least three annually.
 - Provides reports and documentation when required by the Director of Athletics.
 - Schedules use of the weight room
 - Other duties as assigned by 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.

- Coaching – help the programs finish in the top four in the KCAC annually.
- University Contribution – the coach, the staff and the student-athletes contribute positively to the university.
- Student-Athlete Welfare – developing a mentoring relationship with each member of the programs. Positive program comments in the annual review by student-athletes
- Strength and Conditioning and Injury Prevention – in conjunction with athletic training staff, helps to reduce the number of annual injuries, department-wide, through proven strength and conditioning practice and strategy.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's degree in Exercise Science or related field
- PREFERRED: Master's degree

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: NSCA-CSCS or CSCCA-SCCC Certification, 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.

WORK EXPERIENCE:

- MINIMUM REQUIRED: Experience training collegiate level athletes. Experience coaching football.
- PREFERRED: Experience in constructing strength and conditioning programs. Experience coaching college football.

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 Methodist affiliated 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.