

Assistant Wrestling Coach, Intramural Coordinator, Full Time

Classification	Exempt, Full time, 12-month
Department/Division	Athletics, Student Affairs
Reports To	Associate Vice President and Executive Director of Intercollegiate Athletics and Head Wrestling Coach

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community. We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

Job Function

The Assistant Coach is responsible for assisting the Head Coach with organizing and administering all aspects of the College's NCAA Division III program. This individual will develop a positive and transformational environment that fosters academic and athletic success that is consistent with the mission of the College, its Catholic identity, and the values of the Congregation of Holy Cross. This individual will be responsible for organizing a robust intramural program for the general student body.

Essential Elements

1. Actively recruit qualified student athletes that meet the academic standards and profile of the College; identify potential student athletes through off campus recruitment and coordination of on campus visits.
2. Assist Head Coach to create and sustain an atmosphere that promotes academic, athletic, and personal growth resulting in the overall success of student athletes.
3. Possess the expertise and ability to coach a specific skill set designated by the Head Coach.
4. Assist Head Coach to facilitate and implement opportunities that promote cultural diversity and inclusion within the program (racial, ethnic, gender, sexual orientation, national origin, and religion).
5. Support initiatives of the Monarch Athletic Fund (MAF) and organize fundraisers that supplement the operating budget.
6. Possess strong organizational and communication skills with the ability to manage multiple tasks at once.
7. Function as a collegial team member by collaborating with all members of the King's College community, especially Athletics, Residence Life, Dining Services, and other departments on campus, including participation in campus events.
8. Adhere to all NCAA and conference rules and regulations.
9. Coordinate a robust academic year long intramural program that promotes increased engagement of our student body.
10. Work collaboratively with the Programming Board, and Wellness Committee to coordinate recreational offerings.

11. Oversee the administration of intramurals including managing the budget, purchasing of equipment, and recruiting and supervising student workers.
12. Provide supervision for safety when monitoring any recreational or intercollegiate activity in any King's facility.
13. Manage a secondary administrative duty as assigned by the AVP and Executive Director of Intercollegiate Athletics.

Required Skills, Training, and Expertise

1. Bachelor's degree awarded from an accredited college or university (minimum credential).
2. Demonstrated coaching success at the NCAA level with progressive responsibilities.
3. First Aid, CPR and AED certification.
4. Ability to operate a motor vehicle with a good driving record and be approved by the College's insurance carrier and Human Resources Department. This includes holding a valid US Driver's License.
5. Computer proficiency and aptitude, including knowledge and use of Microsoft Office, Slate or similar systems, and various recruiting and game editing programs.
6. Demonstrated supervisory and management skills.
7. Valid Clearances, including PA State Police, Child Abuse, and FBI Fingerprints are required.

Physical Conditions

Fluid work environment that varies greatly depending on time of year. High volume of work hours is required during the competitive season. Practices, games and recruiting efforts require consistent night and weekend work. Travel on charter buses and vans occurs often. Individuals will need to actively move during practices and games.

Internal candidates please submit your materials to hrjobs@kings.edu by 3/27/2024.