

## **Head Coach, Men's and Women's Swimming and Aquatics Coordinator**

<b>Classification</b>	Exempt, Fulltime, 12 months
<b>Department/Division</b>	Athletics, Student Affairs
<b>Reports To</b>	Associate Vice President and Executive Director of Intercollegiate Athletics

### **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 Head Swim Coach and Aquatics Coordinator is responsible for organizing and administering all aspects of the College's NCAA Division III Men's and Women's swim 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. Additionally, this individual manages the hiring and training of lifeguards for pool.

### **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. Create and sustain an atmosphere that promotes academic, athletic, and personal growth resulting in overall success of student athletes.
3. Sustain a reputable program evidenced by annual competitive success against MAC and non-conference competition.
4. Identify, recruit, supervise, and manage assistant coaches and graduate interns approved for hire.
5. Facilitate and implement opportunities that promote cultural diversity and inclusion within the program (racial, ethnic, gender, sexual orientation, national origin, and religion).
6. Assist in the preparation of a prospective annual operating budget and demonstrate fiscal responsibility by adhering to approved budget.

7. Support initiatives of the Monarch Athletic Fund (MAF) and organize fundraisers that supplement the operating budget.
8. Possess strong organizational and communication skills with the ability to manage multiple tasks at once.
9. 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.
10. Adhere to all NCAA and conference rules and regulations.
11. Provide supervision for safety when monitoring any recreational or intercollegiate activity in any King's facility.
12. Attract and retain lifeguards to supervise pool during recreational swimming.
13. Implement strategies that ensure safe use of the pool following established best practices.
14. 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, meets and recruiting efforts require consistent night and weekend work. Travel on charter busses and vans occurs often. Individuals will need to actively move during practices and games.

Interested candidates should submit a cover letter, with salary requirements, and resume to [hrjobs@kings.edu](mailto:hrjobs@kings.edu).

Internal candidates please submit materials to [hrjobs@kings.edu](mailto:hrjobs@kings.edu) by 5/23/2023.