

HILBERT COLLEGE

OPEN POSITION ANNOUNCEMENT

July 13, 2021

JOB TITLE: Head Coach – Women’s Bowling (part-time)

REPORTS TO: Director of Athletics

DEPARTMENT: Athletics

Job Summary: Directs all aspects of an NCAA Division III women’s bowling program and is responsible for the planning, development, and implementation of all activities related to the women’s bowling team. These areas include, but are not limited to:

- Recruiting
- Planning and closely supervising practices & matches and all team travel
- Managing team budgets
- Overseeing equipment and uniform purchases, inventories, and budgets
- Abiding by NCAA and AMCC rules and regulations
- Serving as a positive role model for the Hilbert community
- Developing and maintaining good communication with student-athletes, recruits, Department & College faculty & staff, and game officials
- Mentoring assistant coach(es), as applicable

Requirements/Qualifications: Knowledge of NCAA and AMCC rules and regulations; basic computer skills (Microsoft Word, Excel, Microsoft Office, Internet Explorer); strong communication & interpersonal skills; willing to work a flexible schedule including evenings & weekends, some weekday travel required; strong organizational skills; playing & coaching experience preferably at the collegiate level; Bachelor’s degree required; valid driver’s license; current CPR/AED & First Aid certifications or ability to obtain upon hire.

Start Date: August 2, 2021

Interested candidates should submit a cover letter, resume and contact information for three professional references to Megan Valentine, Director of Athletics, athleticjobs@hilbert.edu

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