

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position – Head Men's and Women's Coach/ Equipment Manager**

Preparation Date: 06-27-2016

**Function of Position:** Responsible for leadership and oversight of all coaching duties for the men's and women's tennis teams. Serve as Equipment Manager for the athletic department. Reports to the Athletics Director.

**Principal Duties and Responsibilities:**

1. Recruit student athletes in accordance with NCAA rules and regulations.
2. Organize, prepare, and conduct individual and team practices, training and competition.
3. Coordinate all strategic aspects, including film analysis and scouting.
4. Represent tennis program to various institutional programs and externally to media, alumni, students, parents, and the general public.
5. Provide student athlete academic support.
6. Manage all aspects of the Equipment Room including but not limited to: Laundry service, inventory control and student worker training and supervision.

**Supervision:**

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

**Minimum Qualifications:**

Requires Bachelor's degree, relevant coaching experience or related experience, and a commitment to the welfare and development of student athletes within the philosophy of Division III. Must demonstrate excellent leadership, role-modeling, organizational and interpersonal skills; and effective teaching methods. Prefer Master's degree.

**Application Procedure:**

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to: [rick.willis@wartburg.edu](mailto:rick.willis@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.

*Wartburg College is a member of the NCAA Division III and  
Iowa Intercollegiate Athletic Conference.*