



Position: Director of Bowling
Department: Athletics

The University of Pikeville in Pikeville, Kentucky is seeking an innovative professional for the position of Director of Bowling within the Athletic Department. This is an exceptional opportunity for a motivated and accomplished leader to join an innovative Athletic Department valuing academic and out-of-classroom experiences. The Director of Bowling will report to the Athletic Director. The Director of Bowling is responsible for developing and maintaining successful Bowling programs and for effectively running the Bowling Center at the UPIKE Sportsplex.

Responsibilities:

1. Provide leadership within the department, outlining program standards and operating procedures.
2. Supervise the Head Men's and Women's Bowling coaches and graduate assistants.
3. Day-to-day operations, including scheduling of the Bowling Center, the pro shop and the Sportsplex.
4. Serve as the point of contact for campus and outside guests looking to use the Bowling Center.
5. Recruit athletically and academically qualified students with the assistance of the Head Coaches.
6. Develop camps, lessons, leagues, private events, and growth for the Bowling Center.
7. Collaborate with the other coaches and groups who utilize Sportsplex.
8. Retain students in the bowling program.
9. Plan and conduct practices.
10. Plan and organize the competition schedule and provide student-athletes with appropriate accommodation while traveling.
11. Understand the culture of the bowling program, athletic department and campus community.
12. Provide safety for students and coaches, facilities and equipment while conducting activities, practices, and competitions.
13. Maintain a full roster.
14. Regularly attend and participate in department meetings and professional development opportunities.
15. Drive university owned/rented vehicles for athletic events.
16. Other duties as assigned.

Requirements:

- Bachelor's degree required, master's degree preferred.
- At least 5 years of coaching experience required with previous successful head coaching experience preferred.
- Understand NAIA, MSC, and USBC rules and regulations.
- Must possess excellent organizational, fiscal management and communication skills.
- Must be familiar with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Must have experience working with office equipment, e.g. computer, printer, fax machine.
- Must be able to follow the vision of the program.
- Willing to work late/flexible hours.
- Excellent English communication skills, both written and oral.
- Collaborate successfully as a team within all levels of the organization and contribute to the mission of the university.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.