

Alverno College
Non-Exempt Position Description

Position Title: Head Flag Football Coach

Date: July 2026

Department: Athletics

Status: Part-Time/12-month

Reports To: Director of Athletics

<p><u>Primary Function:</u> Serve the Head Flag Football Coach for the Department of Athletics and manage all program operations, including recruitment, retention, practice planning, player development, and performance training. Must be able to communicate effectively. Ensure coaching and administrative responsibilities are conducted in accordance with Alverno College, NCAA, and conference policies. This is a position requiring weekend and evening work.</p>
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Principal Responsibilities

1. Serve as the Head Flag Football Coach and manage all practices, competitions, and team related activities.
2. Manage all travel/logistic components and any assistant coaches and team personnel as it pertains to the Flag Football program.
3. Recruit to roster minimums and retain student-athletes to ensure roster is in the range as directed by the Director of Athletics.
4. Participate in meetings and gatherings with departments as it pertains to athletic facility spaces across campus.
5. Manage additional responsibilities within the Athletics Department as needed, including Event Management.
6. Knowledge and adherence to all NCAA, Conference, and Alverno College policies
7. Attend Conference, Department, Association, committees, and official College functions when appropriate
8. Cultivate and maintain positive relationships with student-athletes, staff, faculty, alumnae, volunteers, and fans
9. Maintain positive professional relationships with other colleges, professional peers and organizations to remain current in trends particular to sport and further develop areas of responsibility
10. Comply with safety procedures and maintain clean and orderly work areas.
11. Perform other duties as necessary to support the mission of the College.

Qualifications

1. Bachelor's Degree required.
2. Strong communication skills with faculty, staff, students, potential student athletes, parents, coaches, officials and the public.
3. Must have demonstrated leadership abilities and an understanding of student development, including the ability to balance student needs and take on an institutional perspective.

4. Requires the ability to work in a team setting and work effectively with a variety of audiences and departments.
5. Requires strong organizational skills and the ability to multi-task and prioritize.
6. Must be able to work evenings and weekends as necessary to attend practices and events.
7. Current driver's license, meeting the qualifications to drive an Alverno van.
8. Must be able to move freely, including the ability to frequently walk, stand, stoop and bend.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.