



Position: Director of Bowling and Sportsplex Operations
Department: Athletics

The Director of Bowling and Sportsplex Operations is responsible for the assistance of developing and maintaining successful Bowling programs and effectively running the University of Pikeville Sportsplex facility.

Responsibilities:

1. Provide leadership within the department by outlining program standards and operating procedures.
2. Supervise the Bowling coaches and graduate assistant(s) as well as the Sportsplex graduate assistant(s).
3. Assist in the recruitment of athletically and academically qualified Bowling student-athletes.
4. Assist with student retention in the Bowling programs.
5. Plan and organize the Bowling program competition schedule and provide student-athletes with appropriate accommodation while traveling.
6. Assist in maintaining Bowling roster numbers.
7. Manage day-to-day operations of the Sportsplex facility, including scheduling of and managing the Bowling Center, creating work orders for maintenance of the facility, and managing the cleaning schedule.
8. Serve as the point of contact for campus and outside guests inquiring about use of the Bowling Center.
9. Generate revenue for the Bowling Center by developing camps, lessons, leagues, private events, etc.
10. Ensure the safety of student-athletes and coaches while conducting activities, practices, and competitions while utilizing the Sportsplex facilities and Athletic Department equipment.
11. Collaborate with the other Athletic programs that utilize the Sportsplex facility.
12. Regularly attend and participate in department meetings and professional development opportunities.
13. Be an active member of the athletic department and campus community.
14. Obtain certification to drive university owned/rented vehicles for Athletic events.
15. Other duties as assigned.

Requirements:

- Bachelor's degree required, master's degree preferred.
- At least five (5) years of coaching experience and/or Bowling Center management 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 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.

Reports to:

Assistant Athletic Director

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.