



## Position Description

Position Title: Head Women's Flag Football Coach  
Department: Athletics  
Reports to: Director of Athletics  
FTE: 1.0, Exempt  
Called: No  
Revised: April 2026

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### POSITION SUMMARY

The Head Women's Flag Football Coach is responsible for the strategic leadership, direction, organization, and implementation of a comprehensive women's flag football program for student-athletes at Wisconsin Lutheran College (WLC). This includes oversight of all program operations, including recruitment, retention, practice planning, player development, performance training, and holistic development and mentorship of student-athletes within a Christ-centered, private college environment. This position also oversees program operations, compliance, budget management, and the supervision and evaluation of assistant coaches.

In addition, this position serves as an Assistant Football Coach (position coach), contributing to program operations, recruiting, and student-athlete development within the WLC Football program.

As a member of the WLC athletics staff, this position supports student-athlete academic success initiatives and may assume additional athletic department duties as assigned. The Director of Athletics will work collaboratively with this position to align responsibilities with institutional priorities and individual strengths.

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### PRIMARY RESPONSIBILITIES

#### Women's Flag Football Program Leadership

- Serve as the Head Women's Flag Football Coach with full responsibility for the planning, organization, administration, evaluation and continuous improvement of the program.
- Develop, communicate, and execute a clear vision for a competitive and sustainable women's flag football program.
- Attract, recruit, develop, mentor, and retain high-character, mission-aligned student-athletes.
- Build and maintain a competitive roster aligned with WLC enrollment goals through intentional recruiting strategies.
- Plan and administer effective practices, training sessions, and competitive events.
- Design and implement structured systems for skill development, game strategy, and player performance evaluation.
- Promote the program through camps, clinics, community outreach, and strategic recruiting initiatives.

#### Academic Support & Student-Athlete Development

- Monitor student-athlete academic progress, eligibility, and retention.
- Establish clear academic expectations and accountability standards.
- Coordinate study halls, academic progress tracking, and intervention strategies.
- Collaborate with academic advisors and campus support services to promote student persistence to graduation.
- Serve as a mentor focused on holistic student-athlete development (academic, athletic, spiritual, and personal).



### **Spiritual & Character Development**

- Intentionally integrate faith into the student-athlete experience through devotions, mentorship, and Christ-centered leadership practices.
- Collaborate with Campus Ministry to support spiritual growth opportunities.
- Model and promote servant leadership, integrity, accountability, and sportsmanship.

### **Compliance, Operations & Administration**

- Ensure compliance with NCAA (as applicable), conference, and institutional rules and policies.
- Manage all operational, budgetary, and administrative functions of the women's flag football program.
- Maintain accurate records, including scheduling, travel logistics, and budget tracking.
- Recruit, supervise, and evaluate assistant coaches, support staff, and student workers (if applicable).
- Remain current on rules, trends, and best practices in flag football and collegiate athletics.

### **Strength, Conditioning & Performance**

- Collaborate with Strength and Conditioning staff to design and implement sport-specific training programs.
- Ensure student-athletes are engaged in year-round athletic development and performance enhancement.

### **Campus & Department Collaboration**

- Partner with Admissions, Student Life, and Campus Ministry to support enrollment, retention, and student engagement goals.
- Contribute to department-wide initiatives, culture, and strategic priorities.
- Promote the visibility and brand of WLC Athletics.

## **SECONDARY DUTIES**

### **Football Program – Assistant Coach (Position Coach)**

- Serve as a position coach on the football staff (assignment based on expertise and program needs).
- Assist with practice planning, film analysis, scouting, and game preparation.
- Support recruiting efforts and the evaluation of prospective student-athletes.
- Contribute to position-specific development, skill instruction, and team culture.
- Collaborate with the Head Football Coach and staff to advance overall program objectives.

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## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree required; master's degree preferred.
- Previous coaching experience in football and/or flag football required.
- Collegiate coaching and/or recruiting experience preferred.
- Experience building, developing, or launching athletic programs preferred.
- Ability to clearly articulate the value of a Christian college athletic experience.

### **Knowledge, Skills, and Abilities**

- Highly competitive, goal-oriented, and motivated to build a successful and sustainable program.
- Strong recruiter with the ability to identify, evaluate, and attract mission-aligned student-athletes.
- High-energy leader with a positive, growth-oriented mindset.
- Ability to perform duties in a manner consistent with WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the WELS.
- Demonstrated ability and willingness to mentor student-athletes in a Christ-centered environment.



- Strong organizational, interpersonal, communication, and leadership skills.
  - Knowledge of or commitment to learning NCAA rules, compliance standards, and recruiting regulations.
  - Experience with recruiting and video platforms (e.g., Hudl) preferred.
  - Ability to effectively manage multiple roles (head coach, assistant coach, and academic support roles).
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#### **PHYSICAL REQUIREMENTS / WORKING CONDITIONS**

- Ability to coach outdoors in varied weather conditions.
  - Ability to perform physical activity, including lifting 25 to 50 pounds.
  - Ability to stand for extended periods and actively coach during practices and games.
  - Willingness to travel and work evenings and weekends as required.
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#### **MISSION ALIGNMENT STATEMENT**

As with all positions at Wisconsin Lutheran College, this role requires the incumbent to perform responsibilities in a manner consistent with the mission and core values of the College, as defined through its affiliation with the Wisconsin Evangelical Lutheran Synod (WELS). This includes a commitment to Christ-centered mentorship, academic excellence, and the holistic development of student-athletes.