

POSITION DESCRIPTION

ASSISTANT VOLLEYBALL COACH

Reports to: Head Volleyball Coach

Organizational Unit: Staff

Salary Range: Grade 13, Exempt

Revision Date: October

I. Basic Purpose of Position

Working 44 weeks a fiscal year, the Volleyball Coach Assistant is responsible for assisting with recruiting and implementing the volleyball team, creating a pleasant learning environment for the student-athletes, and counseling student-athletes in everyday crises on and off the floor.

II. Essential Job Functions

Volleyball Coach Assistant

- A. Ability to assist with the promotion and development of the volleyball program
- B. Ability to assist in scheduling of gymnasium for practices and games
- C. Ability to assist in ordering equipment and uniforms
- D. Ability to aide in publicity for recruiting
- E. Ability to work camps for recruiting and publicity purposes
- F. Ability to educate and counsel athletes
- G. Ability to monitor academic progress of student-athletes
- H. Ability to adhere to all KJCCC (Kansas Jayhawk Community College Conference) and NJCAA (National Junior College Athletic Association) rules and regulations
- I. Ability to follow all LCC policy and procedures
- J. Ability to maintain regular and timely attendance
- K. Ability to perform other duties as assigned

Other

- A. Ability to assist Sports Information Coordinator as needed
- B. Concessions
- C. Game set up
- D. Weight room cleaning

III. Consulting Tasks

- A. Consults with advisors on student athlete's class schedules
- B. Consults with faculty on student athlete's academic progress
- C. Consults with other college coaches to schedule events
- D. Interacts with Business Office and other college personnel

IV. Supervises the Following Staff

none

V. Required Knowledge, Skills and Personal Qualifications

- A. Knowledge of fundamentals of volleyball
- B. Good organizational skills
- C. Good communication skills
- D. A valid driver's license is required

VI. Preferred Experience

Two years playing and or coaching experience

VII. Educational Background

- A. Associate Degree required
- B. Bachelor's Degree preferred or equivalent coaching experience

VIII. Working Conditions/Environment

- A. Must possess physical ability to demonstrate required skills
- B. Evening and weekend work may be required
- C. Occasional overnight travel may be required
- D. Office with windows