

<b>Job Title:</b>	Head Volleyball Coach	<b>Job Number:</b>	STUD-0020
<b>Department:</b>	Student Affairs	<b>Job Grade:</b>	30
<b>Reports To:</b>	Director of Athletics	<b>FLSA Status:</b>	Exempt

**Job Purpose and Objectives:**

Responsible for the recruitment, supervision and placement of students who are skilled in the areas of competitive volleyball at the college level.

**Supervisory/Management Responsibilities:**

Yes     No    This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

**Supervisory/Management Competencies (applicable to all organizational employees in supervisory/management positions):**

**People Management:** Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.

**Operations Management** – Directs and guides operations in alignment with organizational and departmental overall goals and objectives; ensures the execution of efficient processes to maximize organizational and departmental resources; utilizes operational knowledge to make sound decisions.

**Strategic Leadership:** Determines the strategic direction of the team or department in alignment with overall organizational goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

**Job Competencies: Essential Functions** include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals
2. Responsible for recruitment of potential student athletes
3. Promotes the volleyball program at high schools, in the community, and through media to attract potential student athletes and to increase attendance at events to support current student athletes
4. Organizes and holds camps for recruiting and publicity purposes
5. Educate, counsel and evaluate academic progress of student athletes
6. Responsible for communicating recruit signing in collaboration with public relations
7. Schedules facilities and fields for upcoming practices and games
8. Builds a season and pre-season schedule that suits the athletic program
9. Sends athletic contracts to opponents and officials for the volleyball program
10. Orders all equipment and uniforms and maintains a playing field year round
11. Schedules transportation and obtains required funds from the business office
12. Prepares the annual operating budget
13. Evaluates all aspects of the volleyball program
14. Orchestrates and supervises volleyball home events
15. Reports to the Athletic Director on upcoming games and events
16. Provides data and information to Athletic Director and Vice President of Student Affairs for reporting purposes
17. Corresponds with the media on annual media days
18. Recognizes and evaluates athletic injuries in collaboration with the Athletic Trainer
19. Coordinates supplemental jobs for student athletes
20. Serves as Campus Security Authority (CSA) and completes annual training
21. Assist with concessions, game set up and cleaning the weight room
22. Additional hours may be required on occasion, including overnight, evening and weekend hours
23. Enforces and maintains compliance with all federal, state and local laws and ordinances
24. Performs other duties as assigned or deemed necessary
25. Complies with all organizational and departmental policies and procedures
26. Operates all job-related equipment, machinery, tools and other aids as required or needed

27. Protects and maintains any confidential information you have access to, whether oral, written, or electronic

**Position Requirements and Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Requirements:**

1. Bachelor's degree, or equivalent volleyball coaching experience and an Associate degree
2. Three years of coaching college volleyball and/or athletic team statistics experience preferred

**Certifications / Licenses:**

1. Valid driver's license

**Skills/Knowledge/Abilities:**

1. Basic knowledge of the fundamentals of volleyball
2. Ability to establish rapport with media and all college personnel
3. Knowledge of requirements for eligibility for all student athletes
4. Good organization and communication skills
5. Excellent time management skills and ability to multi-task and prioritize work
6. Ability to fulfill all duties with minimal supervision and to work independently
7. Assess situations rapidly and make logical decisions in a timely manner
8. Analyze facts and exercise sound judgment
9. Ability to effectively manage projects and multiple priorities simultaneously
10. Strong written and verbal communication skills
11. Problem solving and critical thinking skills
12. Strong math, spelling, computer, and calculator abilities
13. Ability to communicate in a professional, calm and courteous manner with the general public and employees
14. Attention to detail

**Work Environment and Physical Demands:** The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on \_\_\_\_\_1st\_\_\_\_\_ floor of building. Office with \_\_\_\_\_1\_\_\_\_\_# windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

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|--|--|
| <input checked="" type="checkbox"/> Employee Information           | <input checked="" type="checkbox"/> Managerial Information |
| <input checked="" type="checkbox"/> Organizational Information     | <input type="checkbox"/> Professional Information          |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other:                            |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

**Acknowledgement:**

*This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself*

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Employee Name (Print) Signature Date

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Supervisor / Department Director (Print) Signature Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe- TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01			
02			
03			