

Position Title	Head Volleyball Coach (w/ Secondary Duties)
Employee Name	

Date of Issue		Position No		Department	KATHL
CBU	UMPSA	OT Eligible	No	Salary Band/ Job Family	U/01

Position Summary:

Coach intercollegiate Women’s Volleyball, recruit as permitted by USCAA rules, conduct on-the-field teaching and coaching. This position requires frequent travel, work in the evenings, on weekends and holidays.

This position will also include secondary responsibilities in Athletics to service the athletic program and the University. This will be determined by the area of departmental need and the related background of the successful candidate to service the institution in this administrative capacity.

Essential Duties/ Responsibilities *(Note: The University reserves the right to change or assign additional duties as necessary.):*

The Head Women’s Volleyball Coach oversees the day-to-day operations of the program; specific responsibilities shall include, but not necessarily be limited to the following:

Major duties (Essential Functions):

- Coaches intercollegiate Women’s Volleyball
- Collaborates with the Admissions Department and Recruiting Coordinator in recruiting student athletes
- Plans, arranges, and directs team practices, travel, and competitions
- Mentor, advise and track academic eligibility regulations for student athletes
- Manages the care of team equipment, uniforms and training gear
- Assists with transportation by driving team vehicles
- Work closely with Athletic Trainer for student/athletes care and prevention of injuries
- Arrange competitive game schedule within budget limits
- To represent the University at professional meetings and other special or public events.
- To function as a member of the University Community by accepting special and committee assignments as may be requested by supervisor, and
- To assist in developing alumni athletic events, community relationships, and fund-raising opportunities
- To collaborate with the Sports Information Director and Media Relations office in the preparation of press releases, and the arrangement of media coverage for athletic events, and ensure that the appropriate media is informed of the results of all athletic events.
- Maintain roster goal of 12 to 15 athletes barring any unforeseen circumstances.
- To represent the university and Department of Athletics in a positive manner
- Other duties as assigned.

Secondary Responsibilities: To be determined by departmental and institutional needs, as well as the professional background of the successful candidate.

Duties could include:

- Sports Information and Media Publications
- Athletic Compliance and Department Operations
- Intramural and Recreation Programs
- Game Day Management and Transportation services
- Sports Center Management
- Other university duties

Budget Responsibilities: Prepares supply orders and operates within the departmental budget.

Reporting Relationship: Reports to the Director of Athletics.

Supervisory Responsibilities: Assistant coaches and work-study students.

Required Qualifications:

- Bachelor's degree
- Prior related coaching experience
- Knowledge of rules and statistics
- Familiarity with NCAA/NAIA/USCAA standards, rules, and procedures
- Excellent communication skills
- Ability to deal with a wide variety of people in a courteous, tactful and efficient manner, organization skills, detailed-oriented, and ability to meet tight deadlines

Preferred:

- Previous collegiate volleyball playing experience
- Previous college coaching experience
- Athletic administrative experience

Work Schedule: Monday- Friday with some nights and weekends.

Signatures: The signatures indicate the employee and immediate supervisor have reviewed the job description.

Employee Name (Print)	Employee Signature	Date
Supervisory Name (Print)	Supervisory Signature	Date