

## POSITION DESCRIPTION

<b>Position Title:</b> Head Volleyball Coach	<b>Number:</b> 0010.CH	<b>FTE:</b> .67
<b>Classification:</b> Professional Exempt	<b>Report To:</b> Director of Athletics	<b>Date:</b> 01/22

### General Description and Purpose

The Head Volleyball Coach is delegated the responsibility for development, organization, supervision, and management of the Volleyball program.

### Primary Functions/Responsibilities

1. Understand, support and enforce all policies, athletic as well as academic, as expressed by the Board of Trustees and administration of Pratt Community College. This will be done in letter, intent and spirit.
2. Oversee the entire recruiting process of all volleyball student athletes with specific direction for the assistant coach.
3. Develop daily practice schedules with player and coach participation clearly outlined.
4. Actively seek and maintain professional and friendly relations with the following: administration and faculty, community, Beaver Backers Booster Club, press and media, students and parents.
5. Work with the Athletic Director in developing volleyball schedules.
6. Develop and present to the administration a yearly departmental budget.
7. Administer budget and budget requests according to administration and College mandate.
8. Develop an inventory system for all volleyball equipment.
9. Remain current with and abide by NJCAA and Jayhawk Conference rules and regulations.
10. Monitor all volleyball athletes living on or off campus.
11. Remain current with professional literature, attending clinics and workshops as available.
12. Develop and implement a sound weight training and conditioning program, both during the season and out of season.
13. Monitor and maintain practice facilities.
14. Recruit student athletes who are in good social standing not only in their respective high schools, but in their communities as well.
15. Work towards preserving the student athletes' acceptable social standing in both the institution and the Pratt community.
16. Recruit sufficient numbers necessary to operate a meaningful program and to add to the student population as well.
17. To serve as the instructor for the Varsity Sports I, II and Body Conditioning I, II classes related to the coaching area assignment. This responsibility includes:
  - a. Preparation of the required course syllabi and instructional materials;
  - b. Maintenance of class grade book with complete records of attendance and grades as per course syllabus;
  - c. Timely completion and return of class rosters and information requests;
  - d. Respond to information requests pertaining to the class from the Department Chair or other offices.
18. Be an active member of the Beaver Backers Booster Club and actively participate in fund-raising for the athletic program, including respective sport.
19. Other duties as assigned by the Athletic Director.

### Coordination and Accountability Tasks

1. Present a long range plan for improvement of the program, facilities and equipment for yearly update and review.
2. Work under the leadership of the Athletic Director in filling future coaching vacancies.
3. Participate with the Athletic Director in an annual evaluation of the volleyball program.

**Supervises the Following Staff**

Supervise all student workers involved with the program including managers, statistician, etc.

**Required Knowledge, Skills, Abilities, and other Characteristics**

1. Willingness to understand the community college role and mission.
2. Ability to communicate effectively with staff, faculty, administration and community.
3. Ability to communicate with and command respect from students and serve as a role model to them.

**Experience**

A minimum of two years coaching and/or playing at the college level or a minimum of four years at the high school level preferred.

**Education**

1. Bachelor's degree required in any discipline with a preference for a degree in sport related areas.
2. Master's degree preferred in any discipline.

**Certifications and/or Licensure**

None

**Work Conditions/Environment**

Office and volleyball court settings.

**Other**

Position requires evening and weekend work.

**Acknowledgement of Receipt and Agreement**

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

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Employee Name (Printed)

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Date

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Employee Signature