

## POSITION DESCRIPTION

<b>Position Title:</b> Assistant Volleyball Coach	<b>Number:</b> 0015.CH	<b>FTE:</b> .51
<b>Classification:</b> Professional Exempt	<b>Report To:</b> Head Volleyball Coach	<b>Date:</b> 04/26

### General Description and Purpose

The Assistant Volleyball Coach is delegated the responsibility for helping with the development, organization, supervision, and management of the volleyball team.

### Primary Functions/Responsibilities

1. Understand, support and enforce all Student Handbook and Athletic Handbook policies, 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. Assist the head coach in implementing a long range plan for the improvement of the volleyball program.
3. Support and assist the head coach in all practices and game settings as deemed necessary.
4. Assist the head coach with schedules, budgets, travel arrangements, and inventory of the volleyball program.
5. Remain current with professional literature, technology and methods.
6. Help monitor and maintain practice facilities.
7. Participate with head coach in an annual evaluation of the volleyball program.
8. Assist the head coach in monitoring all volleyball student athletes living on or off campus.
9. Work towards preserving the student athletes' acceptable social standing in both the institution and the Pratt community.
10. Recruit student athletes who are in good social standing not only in their respective high schools but in their community as well.
11. Assist the head coach in actively recruiting for the program and instruction, including sufficient numbers necessary to operate a meaningful program and to add to the student population as well.
12. Be an active member of the Beaver Backers Club and actively participate in fund raising for the athletic program, including respective sport.
13. Other duties as assigned.

### Coordination and Accountability Tasks

Remain current with and abide by NJCAA and Jayhawk Conference rules and regulations.

### Supervises the Following Staff

Assist with supervision of 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**

Coaching and or playing experience at the college and/or high school level.

**Education**

Bachelor's degree required, Master's preferred.

**Certifications and/or Licensure**

Valid Driver's License required.

**Work Conditions/Environment**

1. Be able to lift/carry up to 30 pounds to help setup volleyball net and other items for practice/games.
2. Ability to travel and work non-traditional hours.

**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.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature