

POSITION DESCRIPTION

JV Women's Volleyball Head Coach

DEPARTMENT: Athletics

CLASSIFICATION: PART-TIME (FIVE MONTH POSITION)

SALARY: \$5,000

FUNCTION: Serve as JV women's volleyball head coach and ensure proper management, organizing and planning for the JV Women's Volleyball Team

REPORTS TO: Athletic Director

MAJOR DUTIES/RESPONSIBILITIES (may include but are not limited to):

The JV Head Women's Volleyball Coach is responsible for the overall supervision and operation of the JV Women's Volleyball Program. The JV Head Women's Volleyball Coach is responsible for:

- Conducting the individual activities of recruiting
- Fund raising
- Scouting
- Organizing team travel
- Scheduling games
- Conducting team and individual practices,
- Practice and Game Day planning of the JV Women's Volleyball Program. Communicate practice and game day schedule (by stated deadline) to Athletic Director to prevent schedule conflicts and for schedule approval.
- Maintaining a current working knowledge of the rules and regulations of the NCCAA. This includes, but is not limited to Recruitment Rules, Eligibility, NCCAA bylaws, any and all other rules and regulations pertaining to NCCAA.
- Order equipment/uniforms needed for the athletic season. All requests must be submitted to Athletic Director for approval.
- Monitoring and supporting the student-athletes academic progress.
- Performs pre-season and post-season activities
- Tracking the admissions and eligibility process involving recruited student-athletes.
- Tracking and maintaining inventories of all volleyball equipment, compiles, and reports related statistics.
- Submitting game statistics to the Athletic Director via email, for games played within 48 hours of the game being played.
- Maintaining communication with varsity coaches and athletic director to confirm game dates and times throughout the entire season
- Attend meetings and trainings on campus as needed

- Providing assistance (as needed) to AD to help ensure the success of the athletic program at Clinton College.

QUALIFICATION/EXPERIENCE:

- Bachelor's degree from accredited institution
- Experience coaching
- Demonstrate excellent/strong organizational and communication (both oral and written) skills
- Strong interpersonal skills with students
- Ability to provide feedback, support and encouragement to students
- Ability to establish and maintain effective working relationships
- Ability to maintain restraint and keep calm when faced with irate/angry individuals or tense situations.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "JV Women's Volleyball Head Coach". The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.