

POSITION DESCRIPTION
Instructional Personnel

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| POSITION TITLE: <u>Head Volleyball Coach</u> /Student Advisor /Instructor | | |
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| ORGANIZATIONAL UNIT: | REPORTS TO: | REVISION DATE: |
| Athletics | Athletic Director Division Chair of HPE | 2/24 |
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I. Narrative General Description

The Head Volleyball Coach is responsible to the Athletic Director for the entire management and administration of all phases of a varsity intercollegiate sports program and team within the guidelines, rules and regulations of Coffeyville Community College, the Kansas Jayhawk Conference and the National Junior College Athletic Association.

II. Functional Responsibilities

- A. Schedules and conducts regular practice sessions in and out of season, as allowed. Coaches the team during scheduled events. Determines and implements the strategies necessary to motivate the players to maximum levels of individual and team performance.
- B. Directs and manages assistant coaches; conducts coaches' preparatory meetings and teaching procedures for the assistant coaching staff.
- C. Conduct, coordinate, delegate and prioritizes administrative responsibilities; team travel, future game schedules, equipment inventory, ordering of supplies and equipment, speaking engagements, youth clinics and home contest administration.
- D. Develops a comprehensive and functional knowledge of the sport and actively seeks to develop new methods and strategies of the sport.
- E. Responsible for the search, selection and training of qualified assistant coaches with the approval of the Athletic Director and in accordance with all CCC Personnel and Affirmative Action programs and procedures.
- F. Maintains continual and thorough familiarity with all applicable NJCAA, KJCCC, and departmental rules and regulations.
- G. Proposes annual budget requirements to the Athletic Director and is accountable for expense control, compliance and administration of the sports' budget.
- H. Scouts and recruits quality student-athletes. Develops working relationships with faculty and college staff to assist in the recruiting and retention process.
- I. Demonstrates and active interest in the academic progress of student athletes in an attempt to prevent academic eligibility problems. This includes supervision of periodic eligibility checks of athletes during competition, enrollment procedures, degree checks and class attendance. Submitted to faculty at least one week in advance a list of traveling squad members for any athletic contest which will cause student athletes to miss class.
- J. Actively promotes public relations with the media, civic groups and Booster Clubs to maximize exposure for the team and to assist in promotional/fund-raising activities. All attempts to increase present revenue sources and develop new sources should be coordinated through and approved by the Athletic Director's office.
- K. Establishes and ensures communication and enforcement of rules and regulations regarding student conduct, appearance, behavior and class attendance.

- L. Demonstrates a cooperative attitude toward all other sports within the intercollegiate athletic program.
- M. Coordinate scholarship paperwork and oversee the competition of financial aid paperwork, admission criteria and eligibility certification. Submits names of all athletes participating in his/her sport to the Registrar for eligibility certification.
- N. Assist with the promotion of intercollegiate athletics and athletic events to the student population and community by working with the coaches, Sports Information Coordinator and Booster club personnel.
- O. Oversee the processing of health and accident insurance involving athletic injuries and coordinate the process of enforcing the CCC student Athlete Drug Policy.
- P. Assist with the coordination of athletic schedules with regard to facility use and complete details pertaining to conducting home athletic contest.
- Q. Performs special assignments and related duties as required by the Athletic Director.
- R. Teach 12 credit hours per year in the Health, Physical Education and Wellness curriculums
- S. Meet attendance expectations as required for position..

III. Supervises **the Following Staff**

- A. Student Life Manager
- B. Work-study students assigned (if any) to the program.

IV. **Required Knowledge, Skills and Personal Qualifications**

- A. A thorough knowledge of the game of volleyball.
- B. Ability to effectively work with various publics and diverse populations. Human relation skills of ordinary courtesy, understanding and ability to stimulate motivation, confidence and enthusiasm in students.
- C. Administrative ability to manage details of budget, scheduling, recruiting and supervision of student progress in academic endeavors.
- D Computer and typing experience to include knowledge of excel and Microsoft word.

V. **Required Experience**

- A. At least three years coaching/playing experience, preferably at the post-secondary level.
- B. Administrative experience preferred.

VI. **Required Educational Background**

Master's Degree preferred in Physical Education from a regionally accredited institution of higher learning recognized by the U.S. Department of Education.

Bachelor's Degree Required.

Equal Opportunity Employment and Nondiscrimination

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex age, disability or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.