

POSITION DESCRIPTION

TITLE: Assistant Women's Volleyball Coach – (Part-Time, Contingent)

**Collective Bargaining - Ineligible - Contingent
Contingent positions are not eligible to participate in collective bargaining.**

JOB SUMMARY:

The Part-Time Assistant Women's Volleyball Coach is responsible for serving as an assistant coach in a competitive NCAA Division III Women's Volleyball Program. Duties for the Part-Time Assistant Women's Volleyball Coach position include assisting in all areas of coaching the women's volleyball offense including, but not limited to, recruiting, organizing, and planning practices and game strategies. This position reports to the Head Women's Volleyball Coach.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Assists in recruiting qualified student-athletes, including tours and scheduling overnight visits.
- Assists in organizing and conducting effective training sessions.
- Organizes and runs offensive specific drills and training sessions.
- Attends recruiting games and tournaments throughout the summer.
- Reviews and upholds all NCAA, UEC, and SMCM rules, regulations, and policies.
- Assists in the coordination of team travel, housing and meals for away game events.
- Demonstrates a high level of leadership, sportsmanship, and personal and ethical conduct becoming of a national public honors college, the UEC, the NCAA, and the appropriate professional coaching association.
- Reviews annually the NCAA, UEC, and sport rules.
- Communicates and cooperates with the training staff regarding athlete medical clearance, injury prevention, rehabilitation, and the status of injured athletes.
- Communicates and cooperates with the Director of Athletic Communications regarding the promotion of the team and individuals.
- Communicates, cooperates, and assists the athletic and institutional staff with the daily management of the sport program.
- Serves as a Campus Security Authority in accordance with the Clery Act.

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MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required; Master's preferred.
- Experience at the college level preferred.
- Knowledge of NCAA and UEC rules and regulations.
- Must possess a valid driver's license.
- Ability to travel to away games during the season and some travel for recruiting is required.
- Ability to lift approximately thirty (30) pounds.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.