

# Head Men's & Women's Volleyball Coach and Athletics Success Coordinator



<b>Position</b>
<b>Title:</b> Head Men's & Women's Volleyball Coach & Athletics Success Coord. <b>Date:</b> 05/20/2021
<b>Department/Area:</b> Athletics/Office of Student Development
<b>Reports To:</b> Director of Athletics
<b>Employee Classification:</b> Full-time Hourly, Exempt
<b>Primary Function/Purpose:</b>
The position of the Head Men's & Women's Volleyball Coach holds the responsibility for coaching, recruiting qualified, mission-fit student-athletes, conducting and supervising regular practice sessions and contests, supervision of assistant coaches and volunteer assistants, monitoring academic progress, and fundraising.
<b>Essential Responsibilities:</b>
<b>Coaching</b> <ul style="list-style-type: none"><li>• Recruit, train, and coach members of the men's &amp; women's volleyball team</li><li>• Coordinate development and promotion of the men's &amp; women's volleyball programs</li><li>• Organize and schedule practice sessions and games</li><li>• Manage staff</li><li>• Represent Clarks Summit University and the men's &amp; women's volleyball program in a professional manner</li><li>• Promote the educational welfare and sportsmanship of the student-athletes</li><li>• Purchase equipment and uniforms with Athletic Director</li><li>• Ensure that all men's &amp; women's volleyball players meet NCAA &amp; CSAC eligibility requirements</li><li>• Develop fundraisers to improve the men's &amp; women's volleyball program</li><li>• Provide men's &amp; women's volleyball information and statistics to SID</li><li>• Develop a recruitment plan and actively recruit student-athletes</li><li>• Develop a fitness and weight training program for student-athletes</li><li>• Create and build a men's volleyball program from the ground up including identifying and recruiting enough players to build a program</li></ul>

### **Athletics Success Coordinator**

- Partner with academics to help ensure student-athlete academic success
- Prepare and help transition incoming athletes to campus life
- Coordinate, monitor, and run athletic study halls
- Create and oversee implementation of discipleship plans with coaches
- Serve as the main fundraiser for athletics
- Actively seek out and write grants for athletics
- Perform all other duties as assigned
- Maintains confidentiality in all areas of responsibility

### **Office**

- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook office

### **Qualifications:**

- Coaching experience including effective leadership, communication, coaching, and recruiting skills is preferred.
- Complete support of and willing adherence to Clarks Summit University's Standard of Conduct and Confession of Faith. Applicant must hold these standards as his/her own

### **Language Skills:**

Ability to read, analyze, and interpret instructions, reports, and correspondence. Ability to write reports, correspondence, and process feedback. Ability to effectively present information and respond to questions from groups of students or individuals. Ability to effectively communicate information one-on-one and in group situations to other employees, students, and/or prospective students.

### **Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## Required Personal Attributes:

### **Team Oriented**

- Displays genuine commitment to the vision and goals of OSD and the Institution
- Demonstrates reliability in following through on projects, tasks, and commitments made to others
- Takes initiative and goes above and beyond what is expected
- Problem solves in a solution-oriented manner
- Strong desire to be a part of a University with our value of Preparing Christ-Centered, Career-Ready Graduates.

### **Organizational Skills**

- Manages time well
- Develops systems for accomplishing work effectively
- Prioritizes tasks and sets measurable goals

### **Flexibility/Adaptability**

- Adjusts quickly to changing or unexpected situations and schedules
- Receives and contributes new information, ideas and strategies to achieve organizational goals
- Is willing to evaluate the priority of each task and team members requests to accommodate request and timelines
- Adapts to the varying needs of members within the department to provide assistance and support when necessary
- Modifies approach to tasks based on the unique demands of each situation

### **Communication**

- Communicates clearly and effectively promptly
- Maintains professional standards in written and telephone communication
- Thinks inclusively about people who need to be informed of important information and issues

### **Personable**

- Interacts with students, employees, and guests in a friendly manner
- Willingly offers help or assistance to students, staff, or guests
- Treats others with respect, fairness, consistency, and grace
- Is Christ-like in all interactions with team members and student-athletes

### **Integrity/Honesty**

- Avoids any action, or situation that would give the appearance of unethical, or inappropriate behavior
- Demonstrates the courage to do the right thing in difficult situations
- Holds self and others accountable for meeting high standards of the organization's integrity
- Leads by example through modeling ethical practices and standards

### **Sensitivity**

- Treats others with respect, fairness, and consistency (e.g., listen to, respect others' views, and ideas)
- Demonstrates empathy and understanding when addressing sensitive issues with others
- Abide by all confidentiality laws put in place for the protection of other

**Acknowledgment:**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

**Acceptance:**

I have read this job description, understand, and accept these duties, and agree to carry out the assigned duties to the best of my abilities in the best interest of Clarks Summit University and my coworkers. I have also read, understand, and will, to the best of my abilities, follow and adhere to the Clarks Summit University management structure, Clarks Summit University's mission, and Clarks Summit University's policies. I will respect those above and under my leadership according to Clarks Summit University Code of Conduct, Code of Ethics, and Doctrinal Statement.

\_\_\_\_\_  
Employee:

\_\_\_\_\_  
Direct Manager:

\_\_\_\_\_  
Signature/Date:

\_\_\_\_\_  
Signature/Date:

## Physical Requirements / Environmental Conditions

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes below.

	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Make notes on the specific job duties that require the physical demands selected above.

## Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet conditions (examples: forest trail, isolation booth for a hearing test)
- Quiet conditions (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jackhammer work, front row at a rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

**Additional Information:** Include any other information that will aid in the preparation of an accurate description of this job.

