



### *Head Coach Volleyball*

<b>Department:</b> Athletics		<b>Approved Date:</b> 12/7/17	
<b>Reports To:</b> Director of Athletics		<b>Team:</b> Learning Support	
<b>FLSA Status:</b> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>		<b>Part-time</b> <input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/>	
<b>Compensation:</b>		<b>Employee Group:</b> Coach	
<b>Contract or Grant Funded:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> \$5,500		<b>Pre-hire Drug test:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Fingerprinting required:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Essential Personnel:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Anticipated work hours:</b>			
<input type="checkbox"/> <b>8:30-4:30 Monday to Friday</b> <input checked="" type="checkbox"/> <b>Other</b> <b>The hours will vary from week to week due to games and may include evenings and weekends.</b>		<input checked="" type="checkbox"/> <b>Evenings</b> <input checked="" type="checkbox"/> <b>Weekends</b>	<input type="checkbox"/> <b>Varied</b> <input type="checkbox"/> <b>Seasonal</b>

#### **Position Summary:**

The Head Coach provides leadership and coaching expertise necessary for the assigned intercollegiate athletic sport, ensuring the academic progress of student-athletes, and participating in athletic fundraising. The Head Coach reports to the Director of Athletics.

#### **Essential Duties and Responsibilities:**

The following are the functions essential to performing this job:

1. Provide leadership and coaching expertise to prepare the team to represent the College in an exemplary manner at all practice sessions and scheduled athletic contests.
2. Cultivate an environment that promotes good sportsmanship, open communication, team discipline, and respect for all that enter the athletic arena of participation.
3. Serve as a positive role model for student-athletes.
4. Recruit student-athletes by visiting area High Schools continuously during the calendar year as part of FCC Department of Athletics outreach in accordance with NJCAA and FCC Department of Athletics guidelines.
5. Participate in fundraising efforts for the Department of Athletics.
6. Encourage and promote the academic success of all student-athletes, and make appropriate referrals to campus resources for those in need of academic support.
7. Perform a variety of administrative responsibilities including managing meal money, requesting transportation, scheduling non-league contests, and assisting with budgets for respective sport.
8. Uphold and enforce all the rules of the NJCAA Code of Conduct, the Frederick Community College Code of Student Conduct, and Department and team rules described in the FCC Coaches' Handbook.

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9. Recruit student-athletes according to the NJCAA guidelines, as well as those established by the College.
10. Assist student-athletes with transfer to senior institutions by making contacts, sending videos, writing letters of recommendation, and requesting scholarship information.
11. Field and maintain appropriate roster of eligible student-athletes.
12. Conduct team practice sessions that are stimulating and encourage skill development.
13. Complete, maintain, and report team and individual statistics as required by the Conference Operating Code.
14. Attend the Maryland JUCO Conference meetings, professional meetings and clinics pertaining to improving coaching methods and techniques, as applicable.
15. Obtain and maintain CPR/First Aid Certification.
16. Obtain and maintain a blood borne pathogen certificate.

### **Required Minimum Qualifications:**

1. Three years of coaching experience

### **Desired Qualifications:**

1. Bachelor's Degree
2. College coaching experience
3. Athletic recruiting experience
4. Experience with budgets and fiscal management
5. Excellent interpersonal and communication skills
6. Ability to work independently
7. Excellent leadership skills
8. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multicultural workplace

***Note: The College reserves the right to change or reassign job duties, or combine positions at any time.***