



**JOB TITLE:** Head Coach – Women’s Volleyball  
**DEPARTMENT:** Athletics – Volleyball  
**SUPERVISOR:** VP of Athletics  
**FLSA STATUS:** Exempt

**MAJOR PURPOSE:**

The purpose of the Head Coach, Women’s Volleyball position is to develop Christ-centered excellence, to mentor and challenge student-athletes to grow spiritually (discipleship), academically, athletically, to provide opportunities for Christian service through the medium of volleyball and to be consistently competitive at the championship level. This position is responsible for initiating, developing and leading all aspects of the volleyball program, such as recruiting, scheduling opponents, individual training, and coaching team members. This position provides support for specific internal operations for the Athletic Department and must abide by rules and regulations established by William Jessup University, the NCAA (National College Athletic Association) and the PacWest, (Pacific West Conference)

The pay for this position is generally \$66,560. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

**ESSENTIAL FUNCTIONS AND RESONSIBILTIES:**

- Provide Christ-like (biblical) leadership for the women’s volleyball program and athletic department.
- Recruit and graduate student-athletes who maintain the standards of the university and department.
- Recruit, mentor and supervise assistant coach(s).
- Schedule practices, games, transportation/accommodations and travel itineraries for road games with the approval of the VP of Athletics and in coordination with the Administrative Assistant to Athletics.
- Disciple and assist with character development of student-athletes.
- Plan and be involved in summer missions’ opportunities for student-athletes.
- Represent the University at conference and national meetings as assigned.
- Prepare and oversee program budget.
- Assist and provide fund raising efforts aimed to support of the Athletic Department as well as volleyball program.
- Assist in the development of public relations with local constituencies aimed at gaining support for volleyball aswell as all athletic programs.
- Coordinate Athletic department sport camps including communication with coaches, calendar of camps, enforcement of standards, best practices, policies, procedures, and intra-departmental communication (HR,Business Office, etc.).
- Attend mandatory coaches and departmental meetings.
- Responsible for a variety of administrative support duties as assigned by the VP of Athletics.
- Complete other duties as assigned.

**QAUALIFICATIONS:**

Bachelor’s Degree required, (Master’s Degree preferred); must demonstrate a minimum of three years serving as a successful head or assistant college coach at a NCAA Division I, II or III, NAIA or five years at a Junior College institution. Applicants must demonstrate a history of successful individual or team regional

and/or national accolades. He/she must be an effective public speaker, positive/personable, and demonstrate successful recruitment and graduation of high academic achieving students, coordination or participation of community service and college engagement activities, and camps and clinics. The successful candidate must have the ability to market the great academic opportunities at William Jessup University and its affordability.

**EDUCATION/CERTIFICATIONS:**

- Bachelor's degree required
- Master's degree, and additional studies/experiences preferred

**REQUIRED KNOWLEDGE/EXPERIENCE:**

- Knowledge of and committed to William Jessup University mission statement and philosophy, the NCAA, and conference rules and regulations.
- Knowledge and understanding of all aspects of the game of volleyball.
- A minimum of 5 years coaching and recruiting experience at the college level or equivalent related experience.
- Experience supervising volunteers and staff and student workers.
- Requires a valid driver's license and be eligible to drive on University-related business (i.e. to practices, games, etc. including transporting students) according to Jessup insurance requirements.

**SKILLS/ABILITIES:**

- Exhibit and articulate a vibrant, personal relationship with Jesus Christ.
- Strong interpersonal and communications skills and the ability to communicate effectively, both orally and in writing.
- Strong organizational skills, proficiency in oral and written communication, public relations skills, and strong self-motivation characteristics.

**WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of Jessup as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

**WORKING CONDITIONS:**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions. Most time of the employee's working time will be indoors with air-conditioning. Some of the employee's working time may be spent in an indoor without air-conditioning or outdoors on sports fields in all types of weather and might require standing for long periods, working with equipment or machinery and, being able to walk, run, kneel, crouch, stoop, crawl and lift up to 50lbs. Travel is required for this position. The noise level in the work environment is usually moderate to loud, with crowd noise associated with athletic events.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Repetitive motions using a computer keyboard

- Rising and sitting repeatedly
- Ability to lift, pull, grasp, pass, catch, stoop, reach and demonstrate in game, practice or training environment and to execute daily office related tasks
- Will regularly require physical activity like walking, passing, shooting, catching, demonstrating on a consistent basis
- May require climbing stairs indoors or outdoors to various spaces on and off campus
- Regularly requires the ability to drive student-athletes to and from contests and team functions as well as driving to and from recruiting events

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to stand and walk. The employee is required to reach with hands and arms. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

A coach who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violations.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date