



**JOB TITLE:** Assistant Coach - Volleyball  
**DEPARTMENT:** Athletics  
**SUPERVISOR:** Head Coach - Volleyball  
**FLSA STATUS:** Full-time; Non-Exempt

**MAJOR PURPOSE:**

The purpose of the Assistant Coach Volleyball position is to develop Christ-centered excellence, to mentor and challenge student-athletes to grow spiritually (discipleship), academically, and 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 supporting the head coach in 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 Jessup University, the NCAA (National Collegiate Athletics Association), and the PACWEST, (Pacific West Conference).

The pay for this position is generally \$40,000-\$45,000. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training, and location.

**ESSENTIAL FUNCTIONS:**

- Provide Christ-like (biblical) leadership for the Men's & Women's volleyball programs and the athletic department in accordance with the Jessup Community Covenant.
- In partnership with the head coach, recruit and support student-athletes who maintain the standards of the university and department.
- Assist the head coach with practice schedules, games, transportation/accommodations, and travel itineraries for road games with the approval of the Athletic Director and in coordination with the Administrative Assistant to Athletics.
- Disciple and assist with character development of student-athletes.
- Assist in the planning and be involved in summer missions opportunities for student-athletes.
- Represent the University at conference and national meetings as assigned.
- Assist and provide fundraising efforts aimed at supporting the Athletic Department as well as the volleyball program.
- Assist in the development of public relations with local constituencies aimed at gaining support for volleyball as well as all athletic programs.
- Partner with the head coach to coordinate Athletic department sports 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.

- Complete other duties as assigned.

**QUALIFICATIONS:**

**EDUCATION/CERTIFICATIONS:**

- Bachelor's Degree required

**REQUIRED KNOWLEDGE/EXPERIENCE:**

- Knowledge of and commitment to Jessup University's mission statement and philosophy, the NCAA, and PACWEST rules and regulations.
- Knowledge and understanding of all aspects of the game of volleyball.
- Requires a valid driver's license and is 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 organizational skills, proficiency in oral and written communication, public relations skills, and strong self-motivation characteristics.
- Ability to market Jessup University academic programs and affordability.

**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:**

Much of the employee's working time will be spent 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 or crawl. Travel may be required for this position.

**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. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

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