



JOB TITLE: Head Coach, Women's Volleyball
DEPARTMENT: Athletics
CAMPUS: Portland
SUPERVISOR: Campus Athletics Director
FLSA STATUS: Exempt

MAJOR PURPOSE

The Head Coach is responsible for instructing, initiating, developing, and leading a consistently competitive athletic program, including recruiting, scheduling opponents, individual training, and coaching team members. This position mentors and challenges student-athletes to grow spiritually (discipleship), academically, and athletically in order to provide opportunities for Christian service through the medium of athletic competition. This position provides support for specific internal operations for the athletic department and must abide by rules and regulations established by Jessup University, the NAIA (National Association of Intercollegiate Athletics), and the Cascade Collegiate Conference (CCC).

This position is 100% in person either on the campus or at off site venues. Travel and weekend hours are required.

ESSENTIAL DUTIES

- Instructs student-athletes in the techniques required to excel in their sport
- Provides Christ-like (biblical) leadership for the program within the athletic department at Jessup University
- Successfully recruits and graduates student-athletes who maintain the standards of the university and department
- Mentors and supervises assistant coach(es)
- Schedules meets, transportation/accommodations and travel itineraries with the approval of the campus athletic director
- Schedules practices on the Athletic Department Facilities Calendar
- Prepares weekly in and out of season practice plans in compliance with NAIA rules
- Disciples and assists with character development of student-athletes
- Plans and participates in summer missions opportunities for student-athletes
- Represents the university at conference and national meetings as assigned
- Prepares and oversees the program budget
- Assists and provides fundraising efforts aimed to support the Athletic Department as well as the program
- Assists in the development of public relations with local constituencies aimed at gaining support for the program as well as all athletic programs
- Coordinates appropriate athletic department sport camps/clinics including communication with coaches, calendar of camps, enforcement of standards, best practices, policies, procedures, and intra-departmental communication (HR, Business Office, etc.)
- Assists, provides support, and coordinates assigned internal athletic department operations.
- Attends mandatory coaches and departmental meetings
- Performs a variety of administrative support duties as assigned by the campus athletic director
- Completes other duties as assigned

QUALIFICATIONS

Education/Certifications

- Bachelor's degree required, Master's degree preferred

Required Knowledge/Experience

- Knowledge and understanding of all aspects of indoor/court and beach volleyball
- Knowledge of and commitment to Jessup University mission statement and philosophy, the NAIA, and conference rules and regulations
- A minimum of 3 years coaching and recruiting experience at the college level or equivalent related experience
- Experience supervising volunteers and staff
- 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

- Effective leadership, communication and team management skill
- Strong negotiation and public relationship skills
- A strong public service orientation to work well with faculty, staff, students and the community
- Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments
- Ability to foster a cooperative work environment
- Ability to work with a diverse team in a fast-paced environment

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup University 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 on indoor and or outdoor sports venues in all types of weather and might require standing for long periods, moderate to loud noise levels; and tile, concrete, carpeted floors, courts with hardwood floors, concretes floor warehouse, and outdoor grassy areas. The employee may be exposed to heat/sun or inclement weather when working outdoors.

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.

Employee Signature

Date