

## Saint Michael's College Job Description

**Job Title:** Head Coach, Volleyball

**Department:** Athletics

**Supervisor or Manager:** Associate Director of Athletics

**Date Created:** 04/21/2016

**Last Revised:** 03/1/2023

***Our Mission:*** It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

### **Major Objectives:**

- The management of the team is conducted in a manner that is consistent with the mission, philosophy, and goals of the institution and department
- A safe environment exists that ensures the physical and emotional well-being of team members during team travel, practice, and competition
- Roster size is effectively managed to comply departmental expectations
- The team is competitive in the conference and over-all schedule play striving for 50% or better record and qualification for NE10 playoffs
- The individual and team academic record is emphasized and results in a minimum GPA of 3.0 for individual and team
- Mutual respect exists between the coach and team members
- The Head Coach has regular communication and is well connected with team members, usually having at least 3 individual meetings throughout the season to mutually discuss issues and areas for improvement
- A year-round program plan is implemented which includes off-season conditioning and individual/team development
- All aspects of the recruitment of potential students are strategically planned and effectively coordinated
- Communication with athletics department admissions liaison is done regularly throughout the year
- Prospective student inquiries are responded to in a timely manner, top prospects are identified, campus visits are coordinated and regular communication occurs with prospects and the Office of Admissions
- Team uniforms and equipment needs are identified, ordered, cared for, and returned in a timely manner
- Coach-controlled team expenses are managed within the team budget, are properly accounted for, and are reconciled in a timely manner
- Non-conference contests, special trips, and other program issues are discussed and approved by the administrative liaison prior to commitment
- All coaches work cooperatively with department members with a spirit of collegiality and teamwork and are visible members of the college community
- The Coach is actively engaged in off-campus talent evaluation, both in and out of region

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

- Plans and conducts practices during the season on a daily basis
- Coaches the team members during competition throughout the season
- Provides special opportunities for team members by fundraising for and participating in special trips (out of region, spring training or international)
- Recruits prospects for the team throughout the year
- Identifies top prospects, coordinates campus visits and regularly communicates with prospects and the Office of Admissions
- Maintains database on ARMS and generates reports as requested
- Articulates Saint Michael's College mission and vision as needed
- Counsels student-athletes with a focus on personal development
- Responds to requests and inquiries specific to the program in a timely manner, from within the department and College as well as outside

- Evaluates referees in a timely manner as requested by conference and supervisor of officials
- Manages and reconciles the coach-controlled team expenses
- Attends staff meetings and conference meetings
- Serves as an event management for competitions in their non-Championship segment
- Understands and enforces department, College and NCAA policies at all home athletic events
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

**Secondary Responsibilities:**

- May make public appearances on behalf of the College
- Monitors academic achievement of team members, possibly by regular communication with professors
- Maintains outstanding faculty, administration, alumni, and parent relations
- Conducts fundraising activities to raise money to benefit the program if needed

**Positions Supervised:**

- Assistant Coaches

**Major Contacts:**

- Athletics department staff
- Students
- Prospective students
- Alumni
- Parents
- Community members

**Demonstrates Excellence:**

- Understands and fully supports institutional mission
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Maintains outstanding relationships within the department that enhance the staff's ability to work as a team
- Establishes exceptional relationships with team members built on mutual respect and healthy communication
- "Goes the extra mile", is willing to step in and help out as needed, makes the extra effort to ensure things get done well
- Possesses excellent interpersonal skills that enhance the team's recruiting efforts and alumni relations
- Prioritizes job responsibilities well, works quickly and efficiently, recognizes what is most important to the department
- Operates independently, yet also has the ability to create a great working environment with others
- Motivates team to achieve outstanding success athletically and academically
- Participates in opportunities for professional development by attending conventions and/or coaching conferences
- Is appropriately visible on campus to faculty and staff
- Creates great opportunities for the team through active membership in fundraising activities

**Education and Work Experience:**

- Bachelor's degree; minimum of 2 years of experience in coaching

**Analytic Skills:**

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills:**

- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior

- May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects
- May need to respond to questions and solve problems for people using communications skills
- Has the demonstrated ability to prepare or revise written reports or other documents

**Computer/Technology Skills Required:**

- Familiarity with Microsoft Office products

**Licenses, Certifications and Other Requirements:**

- Current CPR certification to be renewed annually
- Basic First Aid certification to be renewed every three years
- Successful completion of NCAA Coaches Education Modules on an annual basis
- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy* to personally transport team members or to use college-owned vehicles for recruiting/other college business

**Physical Demands:**

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Head Volleyball Coach, the employee is occasionally required to lift and/or move 26-50 pounds. 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. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**

- Flexibility to work long, irregular hours including evenings, weekends and holiday hours
- Availability for extensive team travel
- Capacity to work effectively with a diverse group of people and in various situations

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College