



EWC
Job Description
Position Duties & Responsibilities

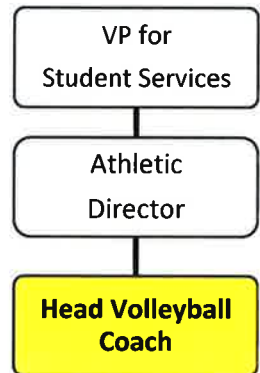
Job Title:	Head Volleyball Coach	Classification:	Associate Academic Director
Department:	Athletics (Student Services)	Duration:	10 Months (1 Aug - 31 May)
Primary Location:	Torrington, WY	FLSA Status:	Exempt
Position Number:	296	DBM/Level:	C44

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Head Volleyball Coach is a full-time, benefitted, Professional staff position located at the Main Campus responsible for the organization, direction, and administration of the women’s intercollegiate volleyball program. Coaching volleyball is the position’s primary function and constitutes 60% of assigned duties. The other functional roles are academic instruction (20%) and athletics support (20%). The Coach’s primary tasks include staff and player selection, supervision, assessment, recruiting, event scheduling, logistics coordination and planning, and academic performance monitoring. The Coach must have thorough knowledge of and commitment to compliance with the policies, rules, and regulations of EWC, Region IX, and the NJCAA. Strong leadership, organization, and communication skills are essential. During the volleyball off-season, the position’s typical workweek is Monday through Friday, 8:00 am to 5:00 pm; on-season work hours vary with practice, game, and teaching schedules. The position requires frequent and regular travel to include night, overnight, and weekend hours within Region IX and the multi-state regional area. International recruiting travel may be necessary.

Organizational Relationship: *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Head Volleyball Coach is supervised by the Athletic Director and receives annual performance evaluations after the conclusion of the one year Probationary Period. The second level supervisor is the Vice President for Student Services. The supervisory chain is depicted at right.



The Head Volleyball Coach does not formally supervise or evaluate any EWC full-time employees. The position does supervise the actions and work of the Assistant Volleyball Coach, other part-time employees, and EWC-enrolled Work Study students. Additionally, the position monitors the on and off-campus performance of Women’s Volleyball Team student-athletes throughout the academic year.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Master’s degree from accredited institution
- Three years Head Volleyball Coach experience at college or university level
- One year teaching experience in private industry at the HS or higher education level
- Proven effective communications, personal leadership, and public speaking
- Demonstrated talent to connect with and recruit student-athletes with potential for success
- Basic First Aid & Cardiopulmonary Resuscitation (CPR) certified or acquired within 3 months of hire
- Current and valid state-issued Driver License
- Current/valid Commercial Driver License with “P” endorsement or acquired within 3 months of hire

Preferred Qualifications:

- Master’s degree in Phys Education, Exercise Science, Kinesiology, Sports Management, or Athletic Training or related field to instruct Health Technology courses (i.e. Nutrition, Personal Health)

- Five years Head Volleyball Coach experience at the junior college or university level
- Previous teaching and student advising experience in higher education
- Former volleyball student-athlete in higher education

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is EXEMPT, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- **Head Volleyball Coach:** Responsible for all aspect of women’s volleyball program
 - Select staff, instruct, supervise/evaluate, schedule, recruit/scout, and monitor student-athlete academic/athletic progress; report effectiveness toward program success
 - In all respects, maintain the knowledge and understanding of NJCAA rules and compliance matters as they relate to intercollegiate women’s volleyball; offer scholarships as appropriate
 - Submit inputs, and help manage/execute annual volleyball budget; provide fiscal overview on request
 - Help develop, plan, and participate in engagement & fund-raising activities; create/maintain effective relations with stake-holders & media that aid/promote athletic success and serve EWC’s best interests
 - Aid student academic and athletic development; assist management of student academic success by creating/using Study Tables as needed/appropriate; monitor results in each area
 - Enforce College, Athletic, and Volleyball Program student conduct guidelines
 - Perform student advising: evaluate academic credentials and assess/report probability of success
- **Academic Instruction:** Deliver classroom and laboratory academic instruction
 - Prepare and conduct all necessary tasks (i.e. syllabus, lesson plans, tests/exams) to instruct two College courses per school year as assigned by Academic Services
 - Maintain current and accurate records of assigned courses and students; submit grades
 - Assess student learning outcomes and use the results to improve curricula/syllabi
- **Athletics Support:** Provide support for all aspects of home athletic events (Rodeo, Golf, Basketball, Vball)
 - Select, schedule, and train personnel needed to support home athletic events (e.g. score book/table)
 - Coordinate with head coaches to acquire recorded statistics for all home events and ensure they are reported as required by Region IX
 - Coordinate/cooperate with EWC College Relations and Webmaster to post athletics related data on Athletic and Booster Club website and social media
- Perform all other duties of a similar nature or level as assigned

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- **Knowledge of.....**
 - Sporting theories and strategies including program management principles, practices, and techniques
 - Advanced principles and practices of a volleyball program, academic instruction, and student advising
 - Applicable federal, state, and local laws, rules, regulations, and/or statutes
 - Principles associated with biomechanics, training, and statistical documentation/recording methods
 - Effective and successful instructional, supervision, and presentation principles and methods
 - Budgeting principles
 - NJCAA rules and compliance issues concerning the administration of college athletics
 - The use of integrated software systems and Microsoft applications
- **Skill and Ability to.....**
 - Assess educational/athletic outcomes to successfully manage programs/make program-wide decisions
 - Plan, coordinate, and implement program components and activities
 - Research, analyze, and apply relevant information to create program processes

- Interpret and analyze applicable laws, rules, and regulations
- Ensure individual and program compliance with applicable internal/external requirements
- Monitor and maintain program budgets and prepare/deliver a variety of reports
- Monitor and evaluate the work/performance of students, athletes, and lower level staff
- Communicate effectively (orally and in writing) info, data, and opinions to inform, influence, and/or persuade a wide variety of individuals/audiences
- Establish and maintain effective working relationships with students, co-workers, and general public
- Use integrated software systems and Microsoft applications
- Work effectively with an ethnic, cultural, and diverse student population
- Think innovatively to direct, manage, and coach in a positive and inclusive manner


Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Reach, stand, walk, point, finger, grasp, feel, talk, hear, see and repetitive motions
- Ability to lift heavy objects occasionally up to 50 pounds to load/unload vehicles and set-up facilities
- Exert up to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects
- Availability to work non-standard times (e.g. evenings, weekends) about 35-40% of the time
- Ability to travel for team practices, competition, scouting, and recruiting
- Work in a variety of conditions (climate controlled office, gym, locker rooms, and outdoor athletic venues)
- Visible program under scrutiny of various stake-holders, supporters, and media; in the public eye during games, on travel, and when attending Board of Trustee meetings
- Physical ability to participate in all facets of training and competition of College athletic teams

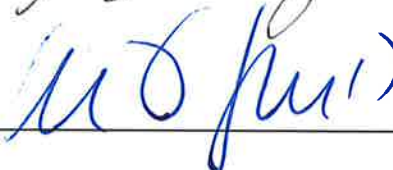
Athletic Director:


 Signature _____ Date 11/15/18

Vice President for Academic Services:


 Signature _____ Date 11-15-18

EWC President:


 Signature _____ Date 11/16/18

Note: *This position's duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks of a similar or lower nature or level as assigned by their respective supervisor/manager regardless of job title or routine job duties.*

HR Office Processing

JD Received		November 8, 2018
JD Reviewed		November 9-15, 2018
JD Approved		November 15, 2018
Job Description Effective Date		July 1, 2019
Position Number Assigned/Verified by HR		November 9, 2018