

Seward County Community College
Structured Compensation - Job Description
Coach Assistant Volleyball

Data Year: 2017

Prepared On: 11/13/2017

Department:	Athletics	Grade:	10
Reports To:	Volleyball Head Coach	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	R Allen/ Dr. Trzaska	Effective Date:	01/03/2017
		Revised Date:	09/01/2017

Role:

The purpose of this position is to assist the Head Coach with all responsibilities and duties of running a varsity collegiate sports program. The central responsibilities of this position are recruiting student-athletes and coaching current student-athletes. Community involvement will be expected for this position as it is an important aspect of the institution. Position will supervise student workers.

Additional duties include planning team travel and serving as a mentor for student-athletes academic and athletic success.

These central job responsibilities are based on a fiscal year employment of 207 days. Therefore all responsibilities should be completed during this time.

Essential Functions & Responsibilities:

- | | | |
|---|-----|--|
| E | 30% | Coaching and training of current student-athletes. Conducts pre-season, in-season, and post-season workouts. |
| E | 40% | Recruiting student-athletes in state and out of state. This includes extensive travel all over Kansas and the United States. |
| E | 10% | Manages recruiting and team travel money by turning in receipts in a timely manner and utilizing budget money with a conservative fiscal approach. |
| E | 10% | Supervising student-athletes academic progress to help them be on track for graduation. |
| E | 10% | Organize community service events. |

Performance Measurements:

1. Recruiting and signing student-athletes is the main responsibility of this position, therefore one will be evaluated accordingly by performance in this area.
2. Involvement in running practices, training student-athletes, and assisting the Head Coach are areas of running a college athletic program that are essential. Therefore performance in these areas is very critical and must be measured accordingly.
3. Requires community involvement in regards to speaking engagements, working with community organizations, Saints Booster club, college, and representing the college in a positive manner whenever possible.
4. Ability to effectively take care of all budgetary responsibilities when utilizing college funds for recruiting and team travel.

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5. Mandatory to follow all Institutional, National (NJCAA), and Conference (KJCCC) guidelines in regards to every aspect within the athletic program.
6. Effectively mentoring student-athletes academic and athletic progress to performance measures.

Knowledge and Skills:

Experience	Six months to two years of similar or related experience.
Education	A Bachelor's degree.
Interpersonal Skills	A significant level of trust, loyalty, and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	<p>Knowledge of:</p> <p>The sport in which one will be coaching.</p> <p>Current technological resources currently used within the sport as well as Microsoft Office.</p> <p>Current technological resources in regards to recruiting student-athletes and also promoting the athletic program.</p> <p>Human performance, behavior, and motivational methods applicable to different personalities.</p> <p>Effective speech presentation methods.</p> <p>Skills:</p> <p>Teaching and instructing student-athletes in the program.</p> <p>Exhibit a conservative fiscal approach in regards to budgetary responsibilities and also effectively display the poise and patience required in coaching and managing student-athletes.</p> <p>Monitor personal actions in a responsible manner and also monitor the performance and actions of supervised student-athletes supporting the Head Coach.</p> <p>Communicate with others in a manner in which information can be effectively presented.</p> <p>Abilities:</p> <p>Effectively train, instruct, and coordinate all tasks required for the student-athletes success.</p> <p>Effectively put together speaking presentations for various community organizations to represent the institution accordingly throughout the community.</p> <p>Teach student-athletes in the programs and student in a classroom.</p> <p>Communicate to others in an effective manner in which they will be able to clearly understand what is being said.</p> <p>Use basic rules in situations to solve problems that produce answer that make sense.</p> <p>Come up with unique solutions to solve problems in a manner in which may be unconventional but gets the problem solve.</p>

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**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 2 hours at one time with a total of 4 hours

Standing for a period of 2 hours at one time with a total of 2 hours

Walking for a period of 1 hour at one time with a total of 2 hours

Lifting up to 5 lbs. frequently and up to 100 lbs. occasionally

Carrying up to 5 lbs. frequently and up to 100 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling

Bending, squatting, crawling, and reaching above shoulder level occasionally

Keyboarding 3-4 hours daily

Individual will be around moving machinery; be exposed to marked changes in temperatures; and will drive automotive equipment.

Individual will be exposed to dust, high noise, heat, fumes, and gases during field and court maintenance.

Work Environment

Environment is variable depending on duties and responsibilities.

Typical office environment occasionally

Overnight trips for games and recruiting required.

Performs physical activities requiring considerable use of arms and legs and moving of whole body.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature