



Job Description
Volleyball Coach/Athletics Assistant
JD: 2290
Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Exempt

Coaching Experience Required: Minimum one (1) year's coaching experience at the collegiate level.

Minimum Education Requirements: Master's Degree in Related field preferred. Bachelor's Degree

Direct Supervisor(s): Athletic Director

Supervisory Responsibility: Direct (1); Indirect (0)

Primary Work Location: Office setting and sports facilities

Certification: Valid State of Maryland Driver's License with a clean driving record. CPR, First Aid, AED certification

Job Summary: This joint appointment position is responsible for all facets of the women's volleyball program including recruitment, coaching, scheduling, transportation, and fundraising. This position is also responsible for performing administrative duties for the athletic department. This position assists with all athletics operations.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

Coaching:

- Promote women's intercollegiate volleyball throughout the county, state, and region.
- Manage team statistics and forward them to proper groups or individuals.
- Responsible for updating NJCAA, MD JUCO, Region 20, and Garrett College Academic and Athletic awards.
- Work closely with the Director of Athletics and marketing department regarding press releases, news releases, media guides, contribute to brochures and other literature used in the recruitment of students with athletic interest.
- Coach at all women's intercollegiate volleyball games, scrimmages, events, and conduct all practices during the season.
- Responsible for administrative duties, including but not limited to scheduling, eligibility, recruiting, and any other duty as assigned in respect to volleyball.
- Recruit and establish a recruiting base of 12 - 14 student athletes to ensure an ongoing and complete women's volleyball team.
- Work closely with the Director of Athletics and the Director of Financial Aid in the awarding of athletic scholarships in a fair and equitable manner and in compliance with College policies and Federal financial aid regulations.
- Develop values of discipline and sportsmanship to properly represent the College.
- Ensure compliance with academic eligibility regulations for student athletes. Monitor their academic progress and encourage effective study habits.
- Attend contests, develop contacts, and sends program information to possible student athlete recruits.
- Promote, develop, and aid in recruitment for the intercollegiate volleyball program.



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- Work closely with the Director of Athletics in developing a schedule for women's volleyball.
- Under the direction of the Director of Athletics, work to provide appropriate budget proposals and manage Volleyball's Annual and Agency budgets as it pertains to fundraising.
- Work with Athletic Director to help develop and perform fundraising events for volleyball and athletics.
- Recommend purchase, distribution, and care of equipment, supplies and uniforms as appropriate and in a timely manner.
- Work with Director of Athletics to obtain qualified officials for contests, practices, or scrimmages when needed.
- Work with Athletic Director to schedule all transportation needed for volleyball travel.
- Supervise student athletes during ALL practices, scheduled games, and travel unless first meeting with Director of Athletics.
- Work with the Athletic Trainer to provide preventative and rehabilitative care of the student athlete. Follow compliance rules of athletic care per the Athletic trainer's direction.
- Work with staff, coaches, and student-athletes to achieve department goals.
- Identify and understand student-athlete academic issues and student-athlete needs while trying to improve retention rates.
- Build and maintain effective relationships with student-athletes, coaches, staff, and faculty.
- Assist with data management in areas of academic progress reports, grades, study halls, tutors, and other academic information of student athletes.
- Work with Athletic Director and Garrett College administrative staff to develop and grow all athletic camps each summer.
- Work with admissions to promote athletics at all admissions open houses and college recruiting events on campus.
- Performs other related duties as assigned by Director of Athletics.

Athletics Assistant:

Competition Operations:

- Serve as the "administrator in charge" as assigned by the AD.
- Assist with game day and event management, including official's check-in, event setup and use of equipment, scoreboards, clocks, live stream, tear down of event, and any other duties as assigned.
- Resolve operational issues and direct staff as needed for NJCAA intercollegiate functions, camps, and clinics.
- Responsible to maintain athletic fields and facilities.
- Perform other related duties as assigned by the Athletic Director.



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Administrative Assistant

- Assist the Athletic Director with day to day management of athletic department.
- Responsible for entering requisitions and receipts for athletics via Jenzabar.
- Proof files, forms, records and documents for accuracy, completeness, and conformance to applicable policies and procedures.
- Assists with planning and execution of Athletic Events and Fundraising
- Performs other related duties as assigned by Director of Athletics.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles of rules and regulations pertaining to relevant sport.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.
- NJCAA and Region XX and MD JUCO regulations

Skills

- Management, leadership, and supervisory skills.
- Establishing and maintaining effective working relationships with students, parents, staff, and members of the public.
- Public relations skills, communication (written and oral), and interpersonal skills.
- Teaching skills.

Abilities

- Conduct effective and resourceful budgeting.
- Travel and work evenings and weekends.
- Work well with students.
- Recruit athletes to his/her sport.
- Represent the College effectively in external settings.
- Planning, organizing, and developing programs.
- Commitment to academic excellence and development of personal integrity among student-athletes.
- Establish a rapport with high school, AAU coaches, NCAA coaches, school counselors and administrators.
- Work collaboratively with members of all constituencies of the College.
- Occasionally drive athletic team vans to away games.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Ability to engage in significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, and pulling.
- Sit while driving two or more hours.
- Stand for long periods during college fairs and other events.
- Lift and carry items weighing as much as 60 lbs.
- Communicate information and ideas in speaking so others will understand.



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- Provide innovative initiatives in furtherance of College's mission, vision and goals.
 - Maintain confidentiality and use good judgement.
 - Establishing and maintaining effective working relationships with other staff and students.
 - Depending on discipline, the position could require significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping and repetitive motions.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date