

## Part-Time Head Women's Volleyball Coach

The Head Women's Volleyball Coach is responsible for the successful operation and management of a competitive USCAA Division I women's volleyball program. Including but not limited to recruiting, scheduling of team activities, training, academic monitoring and fundraising, while adhering to the College's mission and having academically successful student-athletes and providing service learning opportunities.

### Specific Responsibilities & Essential Functions

- Recruits academically and athletically qualified student-athletes within the scope of the USCAA and college guidelines
- Maintains acceptable roster of student-athletes as determined in consultation with the Director of Athletics
- Monitors team and individual academic success and degree completion
- Plans and coordinates all team practices and games
- Ensures that all preparations have been made for games.
- Completes Incident Reports for any injuries or disturbances that occur during an athletic event.
- Demonstrates a commitment to the USCAA Division I philosophy
- Directs the strength, conditioning, and skill training of the student-athletes in the program
- Coordinates and supervise assistant coaches and work-studies
- Maintains close communications with the Athletic Director, Athletic Coordinator and/or Dean of Students to relay important information in a timely manner.
- Excellence in on-court teaching and player development
- Maintains a program compliant with the USCAA guidelines
- Fundraises for the program in conjunction with the department & USCAA guidelines
- Responsible for the distribution and collection of team uniforms prior to and after the volleyball season
- Provides updates on scores and stats to the Athletic Department Coordinator in a timely manner to ensure accuracy to the Manor College website.
- Ability to drive Manor vans to transport players to away games. Ensuring the safety of the athletes by obeying all driving laws.
- Responsible for providing proper disciplinary measures for player infractions during practices, games, or on campus.
- Provides all players with a written set of team rules on proper behavior and conduct as representatives of Manor College.
- Represents Manor College and the Women's Volleyball program in a professional manner at Open House, Alumni or civic events consistent with the our Catholic Basilian Mission

- Ability and willingness to travel, work nights and weekends
- Other duties as assigned

## Qualifications

- Bachelor's Degree.
- At least 2 years coaching at the high school, collegiate, and/or club level is required.
- Highly effective recruiting skills.
- Outstanding communication skills.
- Dynamic leadership and motivational abilities.
- Ability to work collaboratively in a team environment.
- Knowledge of the NCAA and USCAA rules and regulations.
- An understanding of the USCAA Division I student-athlete philosophy is required.
- Must have valid driver's license.
- Ability to work effectively with diverse population including students, administrators, faculty and alumni.

To Apply: Please submit your resume with references to [jobs@manor.edu](mailto:jobs@manor.edu)

### **Equal Opportunity Statement:**

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.