



# MISSISSIPPI COLLEGE

## Department of Athletics

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### Head Coach – Volleyball Athletics Regular Full-Time Position

#### General Description

The Head Coach for Volleyball reports directly to the Director of Athletics and is responsible for the operation and management of the volleyball program including, but not limited to recruiting, scheduling opponents, practice and game planning and fundraising. All Head Coaches are required to abide by the rules and regulations established by Mississippi College, the Gulf South Conference and the NCAA.

#### Primary Duties and Responsibilities

- Overseeing the total development and promotion of the Volleyball program under the regulations of the Athletic Department, the University, the Gulf South Conference and the NCAA.
- In consultation with the Athletic Director:
  - Select, supervise and evaluate assistant coaches, including volunteers, interns, student assistant coaches and graduate assistants.
  - Manage the program's budget through fiscal responsibility.
  - Effectively supervise work study
- Instructing student-athletes how to perform the skills and strategies of the sport by organizing and executing effective practice sessions with quality instruction including film review and/or scouting of opponents.
- Commitment to the total development of student-athletes including but not limited to, their physical, mental, emotional, and spiritual development.
- Oversee the conduct and discipline of student-athletes.
- Demonstrating a commitment to and monitoring of the academic progress of student-athletes.
- Participation in NCAA and/or Gulf South Conference events as requested or assigned.
- Promotion of the program through participation in media activities as requested.
- Responsible for recruiting student-athletes that meet the mission of Mississippi College.
- Responsible for the orientation of student-athletes to the policies and regulations of the athletic department, the Gulf South Conference and the NCAA.
- Responsible for developing game schedules within the GSC and NCAA guidelines.
- Responsible for organizing and coordinating team travel arrangements.
- Coordinate and the purchasing and inventory of all equipment, uniforms, supplies and/or other team apparel.
- Responsible for coordinating the preparation of the facility for all home games.
- Responsible for coordinating the supervision of the facility when in use
- Provide and/or oversee the necessary maintenance, upkeep and security of the volleyball facility.
- Assist in Fundraising in both Volleyball and with other major fundraisers in the Athletic Department, in consultation with the Office of Advancement and the Director of Athletics.
- Attend and support assigned Athletic Department sponsored events and other required "Red Letter" University events as posted in the Policy & Procedure Manual.
- Maintain valid CPR, First Aid and AED certifications
- Achieve a minimum passing score of 100% annually on the Division II Coaches Certification Required Courses.

- Serve as Game Management for other sports when assigned.
- Disclose all outside income on an annual basis
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to evaluate and recruit skilled student-athletes.
- Ability to demonstrate control and effectively facilitate discipline in the Volleyball program.
- Ability to effectively analyze and teach the fundamental skills and strategies of the sport.
- Ability to comply with all policies and regulations of the University, the GSC and the NCAA.
- Ability to demonstrate necessary computer skills to effectively and efficiently perform the duties of the position
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality with sensitive information
- Ability to interact and establish an effective and appropriate relationship with diverse populations, the athletic department staff, the University community and the public.
- Ability to handle multiple tasks simultaneously.
- Ability to demonstrate fiscal responsibility with the program's budget.
- Ability to follow departmental and university policies as outlined in the Policy & Procedures manual.

### **Minimum Qualifications**

- Bachelor's degree
- Valid Driver's license
- Demonstrated successful experience in playing and/or coaching in the sport.
- Background check will be required for the successful applicant.
- A drug screening will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Master's degree
- 3-5 years of college coaching experience

### **Performance Evaluation**

- Job performance is evaluated annually according to the procedures approved by the President of Mississippi College and adopted by the Mississippi College Board of Trustees.