



**Head Volleyball Coach
Lake Country Christian School**

Job Description

Job Title: Head Coach – Volleyball – High School

Reports To: Principal/Athletic Director

JOB SUMMARY

This position is responsible for coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and Teamwork in volleyball.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all school policy and procedures.
2. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in basketball.
3. Plans and sets-up activities, practices and games.
4. Ensures a certified coach is present at all volleyball practices and games.
5. Develops appropriate training programs and practice schedules.
6. Ensures that proper cleaning, storage, and maintenance of all athletic equipment and uniforms and updated inventories are adhered to.
7. Travels with student athletes on the team bus both to and from games.
8. Adheres to all financial policies of the school in regard to the collection and disbursement of money, expenses, and receipts.
9. Makes recommendations regarding the purchase of uniforms, equipment and supplies.
10. Works with the Athletic Director in preparing practice and game schedules.
11. Maintains necessary records and completes required paperwork in a specified time and manner.
12. Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles. Supervises students in locker rooms at home and away games and ensures appropriate behavior.
13. Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
14. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
15. Maintains a safe environment and facilities for student athletes at all times
16. Ensures that medical and safety requirements are adhered to.
17. Completes school and Tappster injury report for any student injured within 24 hours even if student athlete does not see physician.
18. Reports and secures approval from the Athletic Director of all adults associated with their sport. (Background Check must be performed prior to any contact.)
19. Submits athlete rosters to the Athletic Director before the first practice, one week before

the first game, any changes to student information on the roster, inventories (copy to Administrative Assistant as well), final season statistics and alphabetical list of award winners immediately following the season (list includes number of awards earned and the class of the athlete.).

20. Consults with Athletic Director regarding any off-season training programs.
21. Assigns duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
22. Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
23. Appropriately maintains and secures confidential records and inquiries.
24. Professionally represents the school in interactions with student, parents, community, staff and the media
25. Attends or delegates attendance of Assistant Coach to all League Coaches meetings.
26. Maintains appropriate certifications and training hours as required. (Scope Testing)
27. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and staff meetings, as needed.
2. Sanitizes and cleans equipment.
3. Inspects facilities and athletic fields and/or gym for health and safety concerns.
4. Chaperones supervises athletic events, as needed.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in Maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty Satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience:** College Degree and/or at least two years related experience. Prior successful experience working in a school setting or coaching student athletes strongly preferred.
- Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully coach, lead and/or motivate adolescent students.
- Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals and regulations. Ability to write general reports and correspondence.