

Head Women's Volleyball Coach/Athletic Center Coordinator

Department: Student Services/Athletics

FLSA Status: Exempt

Grade/Level:

Work Schedule: Weekdays and Weekends as needed

Job Status: Full Time

Reports To: President or designee, Co-Athletic Directors, and Director of the MCC Center

Travel Required: Yes

Positions Supervised: Athletic Center Aides, Workstudy Students, Assistant Volleyball Coach

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Volleyball Coach

- Provide overall management and leadership of the college volleyball program by utilizing appropriate player development, game management, and program oversight techniques.
- Responsible for complete and thorough budget review and adherence to athletic budget as prescribed by the President.
- Manage volleyball program's financial affairs effectively, ethically, and innovatively within the constraints of approved budget.
- Serve as secondary advisor to all student-athletes on the volleyball team to assure registration and eligibility standards are met.
- Perform (in a timely manner) all documentation requirements of budgetary expenditures.
- Supervise team members, both on and off the court. This includes timely communication with enrollment, financial aid, housing, dining, and student life professionals.
- Recruit qualified student-athletes to Miles Community College.
- Work as assigned by the Co-Athletic Directors and/or President or his/her designee for the many fund raising activities that MCC does in conjunction with the Pioneer Club.
- Facilitate practice and game times for the current and following seasons in coordination with athletic department. This includes developing the season's schedule of games and coordinating all components of team travel.
- Be active in regional meetings and correspondence.
- Assist in the maintenance of a safe classroom, laboratory, and college workplace environment for students and employees of the college.
- Be an advocate of the college; endeavor to enhance its image and strengthen its role in providing programs and services to students and community; this includes activities involved with recruiting and retaining students.
- Participate in assigned committees.
- Responsible for ensuring officials are assigned for home contests in coordination with the Athletic Director and volleyball officials pool chair.
- Adhere to all NJCAA regulations and reporting requirements.
- Work closely with Title IX Coordinator on student-athlete awareness programs and understanding of college policies.
- Perform other duties and responsibilities as mutually determined with appropriate administrative supervisors.

Athletic Center (Centra) Coordinator

- In collaboration with the Centra Director, provide general management functions as assigned and provide oversight of Centra membership and community relations/marketing.
- Provide excellent customer service at all times. Meet and greet users, assuring membership status, membership payment, or MCC affiliation at check-in.
- Assist members and guests with access and usage of Centra facility, including equipment and membership needs.
- Help monitor Centra users for proper utilization of the Centra facility and equipment. Assign and assist with general cleaning and pick-up around the facility to ensure a clean, safe environment for all Centra users.
- Assist Centra Director with management the membership database following accounting procedures and perform daily cash drawer balancing.
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- Assist Centra Director with coordination of the rental of the gymnasium for banquets, home shows, concerts, tournaments, MCC basketball games, and other events. Assist with preparation and break-down of the facility for each event.
- Assist the Centra Director with coordinating scheduling of the gym, weight room, and facility areas for primary use by the MCC athletic teams and secondarily for all other users.
- Assist the Centra Director in the everyday operation of the Centra to include daily maintenance requirements, laundry, personnel scheduling, etc.
- Assist with opening and closing the facility for users ensuring building is safe and secure.
- Monitor multipurpose court usage.
- Execute emergency procedures when necessary.
- Perform all other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Uses equipment and materials properly.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

SKILLS & ABILITIES

Education: Associates Degree required; Bachelor's Degree preferred. Previous coaching experience at the college or high school level is preferred.

Experience: Demonstrate knowledge in regard to organizing and developing a plan for the volleyball season, daily practice plans, and recruiting athletes to participate in the volleyball program. Responsibilities include proven skills in working with game and practice management, fund raising, community involvement, academic advising of student-athletes, and working within a predetermined budget.

Other Requirements

Must be capable of protecting the health and well-being of the student athletes by having knowledge of the structure and function of the human body. Must have a working understanding of how to properly condition athletes and prevent injuries as well as recognize, evaluate and follow proper course of action when injuries do occur.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ **DATE** _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ **DATE** _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.