Athletics – Head Women’s Volleyball Coach

The Head Women’s Volleyball Coach will be responsible for planning, promoting and administering a quality NCAA Division II volleyball program. The individual will be responsible for recruitment, retention, skill training as it relates to developing a successful NCAA Division II volleyball program. In addition to the volleyball coaching assignment, the individual will be assigned additional responsibilities within the Department of Athletics. The Director of Athletics will serve as the primary supervisor of this position.

Qualifications:

- Master’s degree preferred. Bachelor’s degree required from an accredited college or university.
- At least three (3) years of successful volleyball coaching experience at the college level.
- A track record of winning and/or producing good participants in the sport of volleyball.
- Must have knowledge and experience in coaching the sport of volleyball.
- Must be able to make decisions and have good judgment without constant supervision.
- Must have the ability to recruit and identify those athletes with suitable skills to play in a competitive volleyball program.
- Must be able to recruit and from a multi-racial environment.
- Must be able to work well with other coaches from different sports.
- Must be able to pass the NCAA Division II rules and compliance recruitment test.
- Must be able to promote, market and speak well of the University and its athletic program to community agencies and organizations.

Essential Duties and Responsibilities:
The Head Women’s Volleyball Coach is responsible for the following duties:

- The planning, promotion and administration of a quality Division II Volleyball program.
- Organizes, supervises and coordinates all volleyball program functions including maintenance, planning, scheduling, and communication activities.
- Prepares and controls the women’s volleyball budget along with all related expenses pertaining to travel, purchases and planning.
- Promotes a positive public image inside and outside the University.
- Works with the Compliance Officer for matters related to volleyball scholarships, eligibility, enrollment and academics.
- Monitors student-athletics’ academic progress and all NCAA and CIAA rules pertaining to a timely response related to issues of compliance.
- Assists the Sports Information Office on media relations related to Volleyball.
- Works with the Director of Athletics regarding capital improvements for volleyball facilities.
- Remains available at all times to solve problems related to volleyball team.
• Working with the equipment manager takes responsibility for the administrative functions of all volleyball equipment and purchases.
• Develop, coordinate and plan the overall volleyball schedule within budget.
• Recruit sound and academically capable student athletes to compete on the volleyball team and represent the Lincoln University Athletic program in a respectable manner.
• Monitors the academic progress of all volleyball players to ensure that the retention and graduation rate of volleyball players is at or better than the overall University average.

Secondary Duties: To Be Determined within the Department of Athletics:
The secondary duty will be identified in one of the following areas:

• Academic Services
• Sports Information
• Facilities
• Assistant Coaching Duties

Work Environment:
Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protections from weather conditions but not necessarily from temperature changes.

Physical Demands:
Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.