



JOB DESCRIPTION

Position: Head Volleyball Coach

Reports to: Athletic Director and Headmaster

Position Status: Regular, Full-Time, Exempt

Department: Rock Academy

Effective: July 2012

Replaces: All Previous

Posting Number: RA-13-12

Posting Date: July 25, 2012

1st Closing Date: August 1, 2012

Position Summary:

The Rock Academy Head Volleyball Coach is responsible for managing all aspects of a state champion caliber high school volleyball program with the emphasis of Christian values and where a profession of faith is required. Incumbent will report directly to the Athletic Director.

Job Responsibilities and Duties:

1. Demonstrates proper sportsmanship and respect for players, officials, opponents, fans and other coaches.
2. Establishes and maintains cooperative working relationships with students, parents, staff and school administration.
3. Maintains good public relations with, officials, players, fans, etc.
4. Serves as a positive role model for students, coaching staff and the community.
5. Demonstrates knowledge of and ability to implement effective coaching theory, strategies, and techniques appropriate for high school athletes.
6. Works effectively with student athletes of varying abilities, socio-economic, and cultural backgrounds to instill commitment, discipline and teamwork.
7. Demonstrates knowledge of, adheres to and keeps abreast of CIF Regulations.
8. Adheres to Head Coach, job functions as listed in the CIF Regulations.
9. Assumes responsibility for inventory, selection care of equipment and school facilities.
10. Reports injuries to administration in a timely manner.
11. Builds and sustains a successful program that is widely supported and respected by the church and school.
12. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
13. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in-group problem-solving situations; strong team player who meets commitments.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Athletic Director and Headmaster.

Job Skills and Requirements:

1. Previous successful volleyball coaching experience at the varsity level within the previous four years.
2. Ability to supervise, organize, and motivate a coaching staff at all levels.

3. Ability to motivate student athletes to participate and sustain their interests in the program.
4. Responsible for the supervision of all students under their care.
5. Experience in conflict resolution.
6. Strong oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
7. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint), Typing (45 WPM).
8. Ability to recognize and maintain confidentiality as appropriate.
9. Self-motivated and flexible with the ability to work well under pressure and in a fast paced working environment with minimal supervision.
10. Availability to coach during summers and vacation periods.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Successful completion of both a LiveScan/background and reference check.
4. Regular attendee of a Bible believing Christian church, to be reviewed by Administration.
5. Attendance at all mandatory meetings (and events, as needed).
6. Signed acknowledgement of the Rock Church Statement of Faith.
7. Adheres to policies and procedures as stated in the Rock Academy Staff Handbook.
8. Pleasant and professional personality and appearance. Staff should set a good, modest example to students by dressing in "professional casual" attire.
9. Attendance at all mandatory meetings (and events, as needed).

Physical Requirements:

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs. (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church and Academy are at-will, as such, are free to resign any time without reason. The Rock Church and Academy likewise, retain the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church or Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

