

**NORTH CENTRAL MICHIGAN COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: Assistant Volleyball Coach	POSITION CODE:	HOURS: Stipend	ORIGINAL DATE: September 2021	GRADE:
ORGANIZATIONAL UNIT: Student Services	REPORTS TO: Volleyball Coach		REV NO. & DATE:	PAGE: 1 of 2

GENERAL DESCRIPTION:

Responsible for assisting with all aspects of a collegiate volleyball program, including, but not limited to, recruiting student-athletes, scheduling, competition and practice preparation, individual and program development and community engagement.

DUTIES:

1. Assist with instructing, teaching and coaching student-athletes during practice and competition.
2. Assist head coach with identifying, evaluating and recruiting prospective student-athletes to North Central Michigan College.
3. Provide assistance with the selection, purchase, fitting and maintenance of team equipment, to include uniforms, athletic equipment and supplies.
4. Plans practice and competition strategy in partnership with head coach.
5. Follows guidelines to ensure team compliance with all league, conference and institutional rules and regulations.
6. Promotes among student athletes' traits of sportsmanship, personal integrity, and physical and emotional well-being.
7. Builds and fosters a supportive and competitive team culture representing the mission, values and goals of the North Central athletic department.
8. Performs other related duties as assigned.

POSITION TITLE: Assistant Volleyball Coach	POSITION CODE:	HOURS: Stipend	ORIGINAL DATE: September 2021	GRAD E:
ORGANIZATIONAL UNIT: Student Services	REPORTS TO: Athletic Director		REV NO. & DATE:	PAGE: 2 of 2

MINIMUM QUALIFICATIONS:

1. Associate Degree required, Bachelor's Degree preferred.
2. Three to five years of experience coaching volleyball at a competitive level.
3. Ability to envision and drive growth for the college's volleyball program.
4. Ability to work a flexible schedule, including nights, weekends, and holidays.
5. Ability to communicate and develop rapport with departmental staff, students, faculty, alumni, administration and the public.
6. Strong organizational and management skills with the ability to organize and prioritize multiple tasks.
7. Understanding of and commitment to the mission of community colleges.
8. A valid driver's license.
9. Ability to sit or stand for long periods.
10. Ability to lift and move equipment to support events up to 50 pounds.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of North Central Michigan College to offer employment and access to all campus programs without regard to race, color, national origin, religion, sex, sexual orientation, age, height, weight, marital status or disability. Inquiries regarding compliance with all federal, state and local statutes and regulations may be directed to: Vice President of Finance and Facilities, Administration Building, North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770 Telephone: 231-348-6600.

I understand that this job description is intended to describe the general nature and level of work being performed when assigned to this job. It is not to be construed as an exhaustive list of all job duties that I may perform and shall not be construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of my supervisor to assign, direct, and redirect work.

I understand I may be asked to perform additional duties as required by my supervisor that are of similar kind or level of difficulty.

Employee Name: _____

Employee Signature: _____

Date: _____