

WESTMONT COLLEGE

Head Coach, Women's Volleyball

Athletics

Position Summary: Responsible for all aspects of Westmont's volleyball program. In addition to on field coaching activities, this job includes administrative work, recruiting and fundraising.

Requirements: Bachelor's degree required. Prior head coaching experience (any level), or assistant coaching experience at the collegiate level is required. Also requires: excellent verbal and written communication skills; effective organization and administrative skills, and the ability to effectively lead a team. Requires personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

Responsibilities

- Organizes and conducts practices, ensures proper strength/conditioning program, and provides written off season plans to players.
- Prepares budget in coordination with the A.D.'s office. Submits check requests for the following: food and lodging, entry fees, recruiting expenses and officials. Submits expense reports according to policy for all cash expenditures.
- Orders equipment and supplies by following proper procedure. Submits travel requests for vehicles. Plans departure time for a safe and timely arrival.
- Prepares schedule and submits to AD's office for approval, with special attention to ensuring that student-athletes miss a minimal amount of class time.
- Furnishes list of athletes, and their data for eligibility forms: obtains signatures of all team members for the NAIA Certificate of Clearance. Provides accurate roster to the Secretary and Sports Information Director at the beginning of each season.
- Recruits student-athletes. Recommends amount of athletic scholarship for all players. Keeps records of all financial aid given to comply with Conference limitations and reporting requirements.
- Utilizes Scoutware for maintaining database of recruits, alumni, current team members and other key constituents.
- Informs all team members of specific eligibility regulations and counsels them regarding their responsibility to maintain eligibility.
- Keeps an accurate inventory of supplies and equipment.
- With the assistance of the SID's office, administers home events including officials, score keepers, statistics, equipment, field preparation, etc.
- Informs training staff of practice times and uniform and laundry needs.
- Maintains current knowledge of all current NAIA and GSAC rules, policies, and deadlines.
- Ensures all athletes have passed a medical examination and have completed all medical/insurance forms. Works with ATC and team physician following an injury for clearance prior to resuming activity.
- Ensures that all athletes sign the Code of Conduct document annually. Submits and manages documentation for all conference, all Americans, academic all Americans and special awards candidates.
- Responsible for the conduct, public image and adherence to behavioral expectations of student athletes and the team. Ensures the A.D.'s office is informed of violation(s) and disciplinary action taken.
- Attends GSAC coaches meetings.
- Oversees and coordinates student workers for Intermural Programs.
- Responsible for fundraising activities in connection with the Director of Development.
- Enthusiastically and effectively promotes the college and women's volleyball program in the community and with alumni.
- Works with Admissions to ensure that applicants interested in women's volleyball are treated professionally and responded to in a timely manner.
- Provides spiritual leadership to team consistent with the Westmont's evangelical Christian tradition. Plays a significant role in the spiritual development of the student athlete.
- Westmont's athletic teams are expected to represent the quality of the institution. The most objective measure of success is wins and losses. Coaches should lead their program with a strong priority of being successful on the field, but without compromising the College's integrity and overall Christian mission.

- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as assigned.

Reports to: Athletic Director and Associate Athletic Director

12.18