

Bethany College Job Description

Position Title:
Assistant Volleyball Coach
Seasonal

REPORTING RELATIONSHIP:

- Report to the Head Volleyball Coach

POSITIONS REPORTING TO THIS POSITION: YES NO

STATUS:

- Seasonal, August, 2012 through February, 2013

PURPOSE:

- This position, under general supervision, independently performs and is responsible for developing relationships with student-athletes and adding to their athletic experience at Bethany College

ESSENTIAL FUNCTIONS:

- Assist in transporting team members from game contests.
- Coaching the junior varsity team.
- Assist in the recruitment of future team members.
- Assist the Head Volleyball Coach in planning, organizing, and running team practices.
- Adhere to college, KCAC and NAIA policies and procedures.
- Support the athletic department's goals and philosophies.
- Participate in team meetings, providing input and suggestions.
- Provide continual evaluation of processes and procedures. Responsible for suggesting methods to improve area operations, efficiency and service to both internal and external customers.
- Work in collaboration and cooperation with other departments and academic divisions on campus, using timely and appropriate judgment in upward communication regarding department concerns and responsibilities
- Regular and satisfactory attendance and punctuality.
- Perform all other duties as assigned
- The statements contained herein describe the scope of the responsibility and essential functions of this volunteer position, but should not be considered to be an all-inclusive listing of duties

MINIMUM REQUIREMENTS:

- Have played or coached volleyball in the past.
- Must have knowledge and understanding of the sport of volleyball.
- Ability to communicate effectively to a variety of audiences, including students, parents, faculty, staff, alumni, administration, and the community-at-large.
- Ability to handle multiple projects/assignments concurrently and be very results-oriented.
- Highly motivated and works well both independently and in a team environment.

PREFERRED QUALIFICATION:

- Bachelor Degree

PHYSICAL SKILLS AND ABILITIES:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day, stooping, bending, kneeling, and reaching. Proper lifting techniques required.
- Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read technical information.
- Requires employee to maintain emotional control under stress.

WORKING CONDITIONS: On location, work is generally performed indoors with ambient room temperatures, lighting and traditional office equipment as found in a typical office environment. May periodically travel to assigned locations.

LOCATION: Hahn Gymnasium, Bethany College Campus

I acknowledge that I have read this job description, understand the expectations of this position, and can perform the essential functions of this position with or without accommodation.

I understand that I must pass a successful background investigation and abide by all Bethany College policies.

APPLICATION: Candidates should apply with a letter of application, resume, and names, addresses, and phone numbers of three references submitted to:
mattisonj@bethanylb.edu
or Jo Ann Mattison, Director of Human Resources
Bethany College, 335 E. Swensson, Lindsborg, KS 67456
(785) 227-3380 x 8115

Application review begins immediately and will continue until the position is filled. (Posted 12/8/2011)

Bethany College is an equal opportunity employer and does not discriminate on the basis of age, gender, race, national origin, ancestry, religious beliefs, sexual orientation, physical ability, marital or veteran's status. Women and minority candidates are especially encouraged to apply. AA/EOE