

**Job Title: Assistant Girls Varsity Volleyball Coach (Fall)**

**SUMMARY OF JOB DESCRIPTION:**

Instruct athletes in the fundamental skills, strategies, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student(s) shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**SUPERVISED BY:** Head Coach, Athletic Director and Principal

**SUPERVISES:** Athletes

**ESSENTIAL JOB ELEMENTS:**

- Teach the fundamental philosophy, skills, and techniques as directed by the head coach.
- Arrange for the issuing, storing, and reconditioning of equipment.
- Responsible for meeting with parents and participants prior to the start of the sport season.
- Follow program expectations, procedures and policies developed by head coach.
- Complete delegated duties as assigned by head coach.
- Evaluate payers and give input on practice scheduling.
- Have knowledge of athletic policies approved by the Vail Mountain Schools and CHSSA.
- Have knowledge and be able to implement CHSAA, national, and league regulations.
- Assist in the necessary preparation to hold scheduled practices/sporting events or and adheres to scheduled facility times.
- Assist in providing documentation to fulfill state and system requirements concerning physical examination, parental consent, and eligibility, and proof of insurance.
- Report in writing, ineligibility status for players the first working day following an event to the athletic director, league schools and CHSAA headquarters.
- Monitor student athlete's grades and conduct in regards to eligibility.
- Supervise athletic participants from the time they report to the practice site or game until they leave at the conclusion of the activity.
- Follow training rules and any other unique regulations of the sport to each athlete participant.
- Direct and guide statisticians and student managers.
- Monitor athletic areas.
- Promote the sport within the school through recruiting athletes who are not in another sports' programs and promotes the sport outside the school through news media, youth programs, or in any other feasible manner.
- Responsible for knowledge, understanding and enforcing all aspects of the Vail Mountain Schools athletic handbook.
- Instill in each player a respect for equipment and school property, their care, and proper use.
- Secure all doors, lights, windows and locks before leaving the building.
- Attend all practices, games, and while traveling, provides assistance, guidance, and safeguards for each participant.
- Responsible for maintaining good public relations with news media, Booster Club, parents, officials, volunteers and fans.
- Assist the athletic director in scheduling and requirements for tournaments and special sporting events.
- Follow the proper administrative chain of command and refer all requests/concerns accordingly.
- Provide proper safeguard for maintenance and protection of assigned equipment sites.
- Present information to news media concerning schedules, tournaments and contest results.
- Perform other duties assigned.
- Utilize only team building exercises that do not include harassment or hazing
- Within 24 hours of an incident, completes paperwork on all athletic injuries on proper forms and submits to the athletic office.

**CONTACTS:**

All students, staff, parents, media, vendors, and community representatives

**QUALIFICATIONS:**

- Meets CHSAA certification requirements
- Ability to organize and supervise a total sports program
- Successful coaching experience in assigned sport
- Substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field
- Demonstrated effective problem solving skills
- Coaching experience and knowledge of CHSAA

<b><u>Primary Location</u></b>	<b><u>Vail Mountain School</u></b>
<b><u>Salary Range</u></b>	<b><u>Extra Duty Stipend</u></b>
<b><u>Shift Type</u></b>	<b><u>As Needed</u></b>

**Job Contact Information**

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