

# Maranatha Baptist University

## Job Description

### Job Title: Head Coach – Men’s Volleyball

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<b>Department:</b>	Athletics	<b>Supervisor:</b>	Athletic Director
<b>Employee Name:</b>		<b>Employee Classification:</b>	Coach
<b>Prepared by:</b>	Rob Thompson	<b>Date Updated:</b>	March 25, 2019

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#### Summary

Head Coaches are responsible for the preparation of their team for competition, control of their team, handling the pressures of the game, and team/crowd control during injury situations. They are also responsible to support and follow the mission statement of the Maranatha Athletic Department. He/She is responsible to be a godly example to everyone with whom they come in contact.

#### Essential Duties and Responsibilities

- Adherence to policies and procedures laid out in the Coaches’ Manual
- Scheduling, organizing, supervising and conducting practices safely
- Supervising athletes before, during and after all contests and practices.
- Teaching sports techniques, playing rules, strategies and playing tactics
- Conditioning athletes appropriately throughout the entire year
- Instruction in proper nutritional habits
- Teaching sportsmanship, cooperation, work ethic and responsibility to one’s team
- Managing uniforms, equipment and institutional facilities in a responsible manner
- Recommending qualified assistants who are well-versed in coaching techniques and have the athlete’s welfare as their top priority
- Fulfilling conference and institutional requirements in a timely manner
- Completion of the NCAA Rules test annually
- Recruiting prospective athletes
- Organizing and running sport camps for their sport if/when appropriate
- Adherence to and annual reading of the Athletic Department’s Emergency plan
- Team Finances: Working with AAD to set & adhere to budget allocation
- Oversight of film exchange program, working with SID, assigning of responsibility
- As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

#### Other Duties and Responsibilities coordinated with the athletic personnel

- Scheduling games in cooperation with Athletic Director for final approval
- Assigning duties and responsibilities to assistant coaches
- Being aware of your athletes’ financial and academic status
- Attending coaches meetings and other committee meetings
- Team budget planning and equipment purchases
- Staying current with information about their sport

- Fundraising as needed
- Meet with Athletic Trainer and adhere to new guidelines and policies
- Oversee laundry requirements and policies for practices and games, storage
- Oversee game requirements specific to sport
- Oversee travel arrangements, work with AAD and/or AD
- Schedule non-traditional season practices in cooperation with AD
- Organizing Team and parent day fellowships
- Conduct senior exit interviews

### **Expectations**

- Loyalty to Maranatha/Athletic Department and each other
- Have a coaching philosophy in line with the institution
- Follow all Association and Conference guidelines in both letter and spirit
- Treat all student athletes equally and celebrate their diversity, regardless of gender, ethnicity, or cultural background.
- Encourage spiritual growth in the athlete's walk with the Lord or lead them to a saving knowledge of Jesus Christ
- All NCAA, NCCAA and Conference rules are to be obeyed. Disobedience will result in disciplinary action

### **Qualifications**

- Athletics background in their specific sport including, but not limited to knowledge of training and conditioning techniques and the ability to diagnose player deficiencies and corrective activities
- Knowledge of the game and involvement in athletics
- Prior coaching experience
- Good teacher and motivator
- People and decision making skills necessary
- Good communication and organizational skills necessary
- Flexibility
- Adequate computer knowledge, especially Microsoft Office

### **Training**

The following items are required. If an applicant does not meet the following criteria, they will be asked to become licensed or certified in the following areas:

- Annual Adult CPR/AED certification
- First aid certification every two years, training in disease transmission and prevention
- An applicant may be required to get their CDL

### **Physical Demands**

- Frequent running, walking, standing and occasional sitting
- Lifting and carrying of uniforms and equipment
- Occasional phone and electronic communication
- High stress level and long hours
- Vehicle drivers must be alert and attentive to driving. An individual may not drive a vehicle carrying passengers more than 10 hours, or exceed any combination of working and driving of 15 hours, in a 24-hour period. (Cabinet 4/12/07)
- No individual is permitted to coach more than two sports.

### **Work Environment**

- Atmosphere – Inside or outside, depending on sport
  - Inside: Normal gymnasium dust and ventilation
  - Outside: Normal outside conditions, noise, temperature, humidity

- Area – Inside or outside depending on the sport

**Evaluation**

- Annual performance reviews completed by the Athletic Director.
- Hiring and termination of employment procedures as outlined in the Maranatha Staff Handbook.