Amherst College
Office of Human Resources

JOB DESCRIPTION

Title:  Head Coach of Women’s Volleyball

Department:  Athletics  Reports to title:  Director of Athletics

Full Time:  X  Part Time:  _______  Date Prepared:  February 10, 2020

Job Group & Level:  N/A  Regular Daily Work Schedule:  ___  to  ______

Pay Type:  Weekly  Monthly  X  Months Per Year:  12  Hours Per Week:  _____

(Summer Months)  Months Per Year:  _____  Hours Per Week:  _____

1. Summary of Position:

The head coach is responsible for the management and administration of all aspects of a successful NCAA Division III women’s volleyball program. The head coach will manage the volleyball program to ensure competitive performance of team and satisfactory growth and development of student-athletes. The head coach is also responsible for other related duties assigned by the Director of Athletics. The position requires an understanding of the role of intercollegiate athletics in a highly competitive academic environment. Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

70% Coaching

- Teaching, analyzing performance, and coaching game techniques and strategies of volleyball in preparation for and during athletic competitions.
- Establish strong relationships with student-athletes and maintain effective lines of communication.
- Monitor academic progress of volleyball student-athletes. Understand academic needs, communicate with faculty liaisons, identify any issues that may occur, and provide direction and guidance when necessary.
- Develop student-athletes of character who are committed to fostering a campus environment of respect and inclusion.
- Schedules and conducts regular practice sessions daily or several times weekly during season. Maintains detailed statistics and records, evaluation reports, etc. for each student-athlete. Determines and implements strategy to obtain maximum team level and individual performance.
- Determines competitive event schedule, coordinating with teams both inside and out of the Conference.
- Maintains continual and thorough familiarity with all applicable NESCAC, NCAA, and college rules and regulations, and complies with same.

20% Recruiting

- Creates a dynamic and inclusive recruiting plan for the volleyball program.
- Lead the effort to scout and recruit high-achieving prospective student-athletes from geographically and demographically diverse populations. Coordinates all phases of recruiting activities. Coordinates and
organizes potential student-athlete on-campus visits

10% Department responsibilities

- Attend meetings within the department and conference
- Maintains positive relations with alumni and friends groups
- In conjunction with the Office of Advancement, coordinate the program’s fundraising activities and the outreach of alumni.
- Hire, supervise, and evaluate assistant coaches
- Manage program budget, travel, and logistics with Department administration
- Performs other duties/functions as requested

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

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3. **Internal-External Interaction/Communication:**

Straightforward operational interactions/communications and collaboration across the College and conference schools.

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4. **Education:** (include certifications and licenses)

Required: Bachelor’s Degree strongly preferred

A valid US driver’s license and successful credentialing is required in order to operate College vehicles.

Preferred:

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5. **Experience:** (List specific skills necessary to perform this job)

Required: Experience playing or coaching volleyball at the college level

- Strong recruiting skills.
- Outstanding organizational, communication, writing, interpersonal, and analytical skills and the capacity to work effectively in a fast-paced environment
- Ability to initiate, analyze, monitor, evaluate, and advance strategic planning.
- Ability to work independently and to exercise sound judgement and discretion.
- Demonstrated commitment to supporting the development of student-athletes from varied backgrounds
- Ability to work nights, weekends, and other non-traditional schedules
- Ability to travel (by car, air, train, bus) domestically and internationally as needed for competition, recruiting, fundraising, or professional development

Preferred:

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6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Lift, carry, push, and/or pull 20 pounds
- Repetitive motions including legs, fingers, hands, wrists, and arms
- Visual – acute concentration/eye-hand coordination
- Movement including reaching, bending, walking, running, standing

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7. **Decision Making:**
Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies

8. **Supervision Exercised/Received:**

Minimal supervision received

Supervisory Responsibility:  Yes  X_______  No  ________

Number of Employees Supervised:  ________