



<b>Job Title:</b>	Assistant Coach – Men’s Volleyball	<b>Hourly/Salary:</b>	Salary
<b>Department/Area:</b>	Athletics	<b>Classification:</b>	
<b>Location:</b>	Main Campus	<b>Travel Required:</b>	
<b>Reports To:</b>	Head Coach – Men’s Volleyball	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Jason Lawson	<b>Date posted:</b>	09/10/2020
<b>Position Fill Date:</b>	12/15/2020	<b>Posting Expires:</b>	
<b>External posting URL:</b>	www.campbellsville.edu		
<b>Internal posting:</b>	Human Resources Board		

**Applications Accepted By:**

**Fax:** (270) 789-5180

**Email:** [jobs@campbellsville.edu](mailto:jobs@campbellsville.edu)

**Subject Line:** Assistant Coach – Men’s Volleyball

**Attention:** Jason Lawson

**Mail:**

**Director of Human Resources  
Campbellsville University  
1 University Drive, UPO 944  
Campbellsville, KY 42718**

**Job Description**

**Job Summary:**

The assistant coach will assist the head coach in all phases of recruiting potential student-athletes. The coach(s) must have knowledge of NAIA guidelines for recruiting and should be able to verify eligibility requirements for each student-athlete. The coach(s) must work with the Office of Admissions and Financial Aid to enroll quality student-athletes. The Director of Athletics must approve all performance grant offers.

**Job Responsibilities:**

Reporting to the Head Coaches for Men's Volleyball, the Assistant Coach will be responsible for the organization and administration of an NAIA men’s volleyball program that competes in the MID-SOUTH CONFERENCE (MSC). Other responsibilities include, but are not limited to the following:

Recruiting Assist in all aspects of planning and directing the recruitment of top volleyball ranked student-athletes of high moral and Christian character who demonstrate the desire to excel in academics and athletics. Including, but not limited to, attending primary evaluation sites to identify talent, travel to contests/tournaments to evaluate prospects, and coordinating campus visits to talk to top prospects and parents. All while maintaining compliance with NAIA and MID-SOUTH CONFERENCE legislation.

Team preparation - Assist in the preparation and implementation of all team, individual and position practices and training sessions.

Administrative Responsibilities Incumbent will be responsible for a wide variety of administrative tasks including but not limited to the production and maintenance requests, budget reports, travel request forms, rooming lists, recruiting logs, calendars, rosters and other various reports for NAIA and MSC compliance related issues.

Community Service The incumbent is expected to participate in any/all community relations' activities both as an individual and with men’s volleyball team as an effort to promote the sport of men's volleyball and provide a positive experience for those taking part in each activity.

Video The incumbent will in charge of overseeing the conference video sharing program. He/she will be responsible for the recording and upload within the appropriate timetable.

Scouting Reports The incumbent will assist in compiling comprehensive scouting reports for every opponent and deliver pre-match scouting report to team prior to match.

Team Synergy The incumbent must help to foster cross-team connection and family feel of both men's and women's volleyball teams.

Academic Monitoring The incumbent will be responsible for communicating with both players, advisors and professors to oversee academic performance, class attendance and extra help services.

Faith Development The incumbent will help create and administer specific team faith building activities.

CPR The incumbent will be expected to possess a current CPR certification after hire.

**DEPARTMENT SPECIFIC RESPONSIBILITIES:**

- The assistant will assist the head coach in scheduling of all practices and competition. The Director of Athletics will approve the final schedule. The coach(s) is responsible for having signed contracts on file in the athletic department for every match/game. The coach(s) will avoid practicing or playing on Sunday. Class attendance by student-athletes should be a priority as schedules are made.
- Responsible for assisting the head coach in maintaining budget control for his/her sport. Budgets must be submitted to the Director of Athletics for approval. Purchases can only be made after the Director of Athletics has approved a purchase order form. The Office of Financial Aid and the Director of Athletics will determine scholarship budgets.
- The assistant coach will assist the head coach or equipment manager(s) in maintaining and is responsible for all equipment assigned to his/her sport. An inventory of all equipment must be kept on the file in the athletics department. Equipment will not be replaced due to misuse or negligence. Care of the equipment is the direct responsibility of the coach.
- The assistant coach is to assist the head coach in maintaining both practice and competition field/court.
- The assistant coach will assist the head coach in ensuring that transportation is available for travel to all away competition. The coach(s) is responsible for driving or making certain that safe drivers are secured. All drivers must be certified to drive university vehicles by the university. The coach is responsible for securing money for travel well in advance to include lodging, meals, and travel. If a university vehicle is used it should be returned clean with a full tank of gas. Mileage shall be reported to the university.
- The assistant coach will assist the head coach in getting player profiles and accomplishments to the Director of Sports Information. The coach(s) will provide match information to be publicized on the university web site and local media outlets.
- The assistant coach along with the head coach must take responsibility for the conduct of his/her student-athletes. The coach(s) is responsible for proper dress and conduct of his/her team while on the road. The volleyball Coaches need to set a positive example and be a role model for his/her student-athletes.
- The assistant coach along with the head coach will be responsible for other duties as assigned by the Director of Athletics and/or University administration.
- Perform duties as requested by supervisor.
- It is the responsibility of each employee to perform assigned duties in a safe manner to prevent injury to oneself or others.
- Promptness and attendance are necessary and play a vital role in the overall performance of this university.
- An employee of Campbellsville University is expected to honor the objectives of the institution and abide by the rules and regulations and Standards of Conduct contained in the Administrative Policies & Procedures Manual. Basic values, such as honesty, integrity, cooperation, promptness, and dependability, are required of the employee and are an important part of each employee's performance review.

*The above declaration is not intended to be an “all-inclusive” list of the duties and responsibilities of the job described or of the skills and abilities required to do the job. Rather, they are intended only to describe the general requirements of the job.*

**Skills/Qualifications:**

- Bachelor’s Degree from an accredited college/university
- Collegiate playing and/or coaching experience
- Excellent oral, written and interpersonal communication skills
- Personable, hard-working and a team player

**PREFERRED QUALIFICATIONS:**

- Working knowledge of Hudl, Volleymetrics, DataVolley or other video editing programs
- Experience recruiting at the collegiate level

**Essential Duties:**

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

*Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.*

*The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.*

*Employees must be able to perform the essential functions of the position with or without reasonable accommodations.*

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>	Jason Lawson	<b>Date:</b>	09/10/2020
<b>Last Updated By:</b>		<b>Date/Time:</b>	
<b>Internal Post Date:</b>	09/10/2020	<b>External Post Date:</b>	09/10/2020