

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Assistant Volleyball Coach	FLSA status:	Exempt
-------------------	----------------------------	---------------------	--------

DEPARTMENT:	Athletics	REPORTS TO:	Head Volleyball Coach
--------------------	-----------	--------------------	-----------------------

Position summary: Under direct supervision, this position is responsible for assisting the Head Volleyball Coach in creating and maintaining a successful volleyball program for the institution.

Position responsibilities:

- Teach assigned fundamentals and skills during practice and games.
- Assist in recruiting of deserving student-athletes.
- Assist in planning, implementing, and monitoring off-court activities.
- Assist in the tracking of the academic progress of players.
- Assist in managing volleyball camps.
- Assist with fund raising events.
- Assist in keeping up to date statistics and providing them to the area and state media.
- Attend instructional clinics at least once a year to remain up to date on coaching techniques.
- Assist in maintaining an ethical and moral code of behavior and living that is expected of the players that are residing on campus.
- Assist in implementing the weight and fitness training program.
- Assist in maintaining equipment inventory.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Master's degree preferred with at least 3 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior office/gymnasium environment.
- Physical effort required and the employee must occasionally lift and/or move up to 50 pounds.
- Limited exposure to physical risk.
- Some travel required.