

## ROCHESTER LOURDES HIGH SCHOOL

### Coaching Job Description

<b><u>Position Title:</u></b>	<b>Jr. High Volleyball Coach</b>
<b><u>Department:</u></b>	<b>Activities Department</b>
<b><u>Supervisor:</u></b>	<b>RCS Activities Director/Head Coach Volleyball</b>
<b><u>Last Revision Date:</u></b>	<b>2/2017</b>

**Application Criteria:** The Jr. High Volleyball coach will have a high school degree or higher from an accredited institution of higher learning. Prior coaching experience and/or playing experience at the High School level or above is preferred. Applicants should note that coaching certification may be required by our league membership in the future. The successful applicant will be required to achieve any certifications or licensures that our league would require. Please carefully review: *position overview, requirements, additional details and the Key Functions and Essential Accountabilities of this position offering*. This coaching position reports to the head coach. The Activities Director is responsible for the overall program.

#### **Position Overview:**

- Assists the Head Coach in leading and conducting the Volleyball program through the lens of the Roman Catholic faith tradition
- Assists the head coach in managing the directing the softball program with all aspects of the team, including training and competing.
- Organize the Jr. High Volleyball program to effectively support the varsity program.
- Develop practice plans for the Jr. High Volleyball program and implement the plan at practices.
- Maintain an accurate inventory of volleyball equipment and uniforms
- Help in the design and execution of clinics and camp programs to promote program growth
- Demonstrates ability to work with parent groups, administrators, staff and students
- Demonstrates ability to organize and maintain positive communication with the community
- Reports directly to the Head Coach.
- Any other activities or responsibilities that may be assigned by the Activities Director

#### **Requirements:**

- See the selection criteria and position summary information – please carefully review all sections of this ‘Coaching Job Description’ prior to submission of application

#### **Additional Details:**

- The successful candidate will follow all procedures of the Rochester Catholic School system, the Hiawatha Valley League Conference and the Minnesota State High School League
- NFHS Concussion Certificate and all other MSHSL Continuing Education requirements
- Successfully completes the Diocesan *Virtus* program and acknowledge, by signature, the Diocesan Code of Conduct
- The finalist candidate must successfully complete a criminal records search and complete all other RCS employment documentation

### *Key Functions and Essential Accountabilities*

#### **Planning**

- Assist in the design and implement an inclusive Jr. High Volleyball program
- Seek and attend continuing education opportunities to help with the growth of the Volleyball program
- Review, select, adopt or modify materials and resources that are consistent with the advancement of the Volleyball program
- Participate and contribute actively during all Athletic Department meetings and evaluations

#### **Performing**

- Demonstrate faith leadership
- Instruct students in a manner that consistently incorporates best teaching practices
- Establish and sustain positive, mutually-respectful and appropriate relationships with students in all settings
- Maintain various required records and data according to established policies and procedures, ensuring the accuracy and timely availability of such information as needed

#### **Work Relationships**

- Develop and maintain collaborative, productive work relationships with colleagues, students, parents and any other individuals in a position to meet student needs and advance their growth, development and achievement

#### **Supervising / Work Directing**

- Provides work direction to assistant coaches, student managers and volunteers

#### **Competencies and /or Values Common to All Positions**

- A clear and demonstrated commitment to vision, mission and values of the Rochester Catholic Schools.

- Compliance with all established RCS policies, protocols and procedures
- Careful and secure treatment of all information and data, with particular emphasis on that information and data designated confidential
- Interest and willingness to seek opportunities for continuing education and development appropriate to one's position in the organization

**Typical Working Environment**

- Work is typically performed in an inside, temperature controlled environment. However, as part of a coach's professional responsibility, some transporting of students and supervision of students is required

**Typical Physical Requirements for This Position**

- There is some lifting and movement of materials and equipment from time to time, usually <30 lbs.

**Applicant/Employee Acknowledgment and Date:** \_\_\_\_\_

**Activities Director Acknowledgment and Date:** \_\_\_\_\_