Title: Women’s Volleyball Head Coach
Type of Appointment: part-time full year
Qualifications: Bachelor’s degree and 2 years relevant experience

Job Description:
This position is responsible for all aspects of the daily operation of the athletic program. Conducts and supervises practice sessions, develops and implements a recruiting plan, participates in department and team fundraisers, participates in development of annual team budget and plans athletic events. This position reports to the Director of Athletics. The area supervisor is the Vice President for Academic Affairs.

Responsibilities:
1. Actively conduct and/or supervise all practice sessions. If absent, session can be conducted/supervised by an Assistant Coach.
2. Organizes, plans and prepares for games and/or events and implement them in a manner which will have the most positive impact on the outcome of the game/event
3. Supervises and directs assistant coaches
4. In conjunction with the Director of Athletics, plans away trips/games; drive team members if necessary; supervises student athletes while in transit, before and after the event; complete payment requests; accounts and records for all monies spent in association with all team events
5. Assists in the planning and game day administration of home athletic events
6. Responsible for all equipment/supplies assigned to team; inventory must be conducted at end of season
7. Calls media with results of all contests.
8. Represents varsity program in accordance with policies of North Country Community College and the rules of the NJCAA
9. Attends or sends a program representative to all Conference, Regional, or other related coaches meeting
10. Submits an End of the Season Report to the Director of Athletics within two weeks from the end of the season
11. Conducts self in a professional manner such as to reflect positively on the image on North Country Community College, and to provide a positive role model for team members, spectators, and the community
12. Additional duties as assigned, within context of position

Education/Experience:
- Bachelor’s degree and 2 years relevant experience
- Knowledge of all rules of National Junior College Athletic Association
- Knowledge of rules governing the sport
- Certified in Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)
- Ability to maintain confidential and sensitive information with a high degree of ethics
- Strong organizational and interpersonal skills

Application:
Send cover letter, resume and three professional references to the Director of Athletics at cladue@nccc.edu. Applications accepted until position is filled.