

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Varsity Volleyball Coach

EXEMPT: Yes

SALARY LEVEL: Per Master Contract

LOCATION: Plymouth Community High School

REPORTS TO: Athletic Director

LENGTH OF WORK: Pre-season, season, and post season of the activity during the year.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

I. Pre-season

- A. Organizational meeting with all prospective volleyball players at the high school for freshmen, sophomores and juniors. Same meeting at the Junior High for 8th graders who will become freshmen.
- B. Send mailer in summer about upcoming season.
- C. Organize summer conditioning workouts and open gym for Junior High and High School girls.
- D. Organize and run an elementary summer volleyball camp.

II. Beginning Season

- A. Prepare for the upcoming season: start practice, collect physical slips and other important forms the school needs for eligibility.
- B. Run a three-day tryout with assistant coaches to determine Varsity, J.V. and Freshman teams.
- C. Get an organized practice schedule for all teams and distribute to players. Most practices consist of two a day until school starts, then practice after school.
- D. Coordinate with Athletic Department on upcoming season, such as roster, bus transportation, equipment needs, etc.
- E. Always try to keep the communication lines open with the Athletic Director to troubleshoot any problems, discipline of athletes, police the code of conduct rules, and keep the season running smoothly.
- F. Communicate with assistant coaches to determine the progress of these teams.
- G. After selection of the teams, spend 80% of time preparing Varsity for competition, while assistant coaches prepare JV and Freshman teams.
- H. Help assistant coaches when possible with offensive and defensive systems used.
- I. Discuss with assistant coaches the style of play before season begins so that each athlete can play at any level during the season.
- J. Take care of uniforms for all teams; see that the uniforms are laundered after games at school laundry.
- K. Take care of injuries, major or minor, using the trainer when necessary.
- L. Responsible for anything that arises concerning volleyball.

III. During Season

- A. Keep season for all teams running smoothly.
- B. Keep varsity as competitive as possible through hard work in practice.
- C. Responsible for presenting Plymouth High School as one of the highest respected programs.
- D. Coordinate and help out with the JV and Freshman tourneys.
- E. Start preparing for the State Tournament. Try to finish strong in the Northern Lakes Conference. Duties include going to the conference banquet to pick "All Conference Team".

- F. Prepare Varsity for sectional tournament with hopes of competing farther into the state tournament. All of the fine points such as roster, transportation, traveling, meals, times of competition are coordinated with the help of the Athletic Director.
- IV. Post Season
- A. Responsible for compiling and tallying all of the statistics taken for the year.
 - B. Prepare for banquet given for players. Awards and letters are given at the banquet; Varsity level awards include the following: Most Valuable Player, Mental Attitude, Most Improved, Best Server, Best Hitter, Best Setter, Best Blocker, Best Passer, and Best Digger. Highest grade point average award is given to that Varsity player who kept her grades up for the first six weeks of school.
 - C. Attend at least one coach's clinic to learn more about volleyball and new techniques to coaching.
- V. The responsibilities of the Head Coach in regard to his/her feeder system:
- A. The Head Coach should supervise the running of his/her system.
 - B. He/She is responsible for:
 1. Meeting with all coaches at least twice a year.
 2. Establish a system and philosophy that is passed on to all coaches in the system.
 3. Attend as many lower level games as possible.
 4. Have a written notebook, list of drills, etc. to hand down to all coaches at the lower levels.
 5. Ask for input from all coaches about players coming up through the system.
 6. Use varsity assistants to help work and assist lower level coaches.
 7. At the high school level, the head coach should be responsible for the evaluation of all assistants in his program, in conjunction with the Athletic Director.
 8. At the junior high level, evaluations should be done by the Athletic Director and/or Principal. The head varsity coach should have some input into these evaluations, if he/she has something to offer.
 9. The elementary coaches should be evaluated by their building principals, with the head coach once again having input if he/she so desires.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Certified teacher and employment with the Plymouth Community School Corporation if required by the IHSAA; or related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must be physically able to demonstrate the sport or activity, including lifting all equipment as required by the activity. This is to include games and practice.

The employee must have the physical stamina to be able to handle the hours and physical stress of the sport during contests and practices.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

The work environment may be indoors and/or outdoors.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Pre-season, Season, and Post-season of the activity during the year. Salary as per Master Contract.

EVALUATION:

Annually.

Revised 1/19/01