

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Junior Varsity Volleyball Coach

EXEMPT: Yes
SALARY LEVEL: Per Master Contract
LOCATION: Plymouth Community High School
REPORTS TO: Varsity Volleyball Coach and 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.** Help with summer clinic for youngsters.
 - B.** Fill in as needed for open gym (conditioning) during summer months.
 - C.** First part of August until school starts – conditioning twice a day for one week – work with all of those out for the team.
 - D.** From then on until school starts, practice the JV girls twice a day (approx. 4-5 hours a day).

- II During Season**
 - A.** Practice JV 3:30-6:00 on all nights there are no games; also some Saturday practices.
 - B.** On game nights, help get equipment ready, stat sheets, uniforms issued, etc. Travel with team if out of town.
 - C.** During Varsity games, help with warm-ups on floor, tape injuries, get stat sheets ready, get line judges, sit with Varsity coach and keep substitutions, time outs, submit line up, help as needed.
 - D.** After games, help with equipment and uniforms, compile stats, get information to the Pilot News.

- III Varsity Tournaments**
 - A.** Travel with Varsity if out of town.
 - B.** Help with equipment, stat sheets, taping, line ups, warm-ups, scouting, sit on bench and help coach with substitutions, time outs, schedule line judges and stat keepers, etc.

- IV. Home Tournaments**
 - A.** Schedule line judges and stat keepers for all games in both gyms.
 - B.** Oversee girls gym, concessions, and all of above.

- V. Freshman Tournament**
 - A.** Get line judges, stat keepers – whatever is needed.

- VI. Junior Varsity Tournament**
 - A.** Coach team.

- VII. Post-season**
 - A.** Attend all varsity practices and help with practice.
 - B.** Put away equipment, lower nets (sweep floor occasionally), etc.

- VIII. Sectional-Regional**
 - A.** Travel with Varsity and do all the things done during regular Varsity games.

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 is mainly indoors other than routine errands.

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