POSITION TITLE:  ASSISTANT INDOOR/SAND VOLLEYBALL COACH

JOB CLASS:  Full Time  SUPERVISOR:  Head Volleyball Coach
CLASSIFICATION:  Contract  LOCATION:  DeLand
SUPERVISORY:  Yes  DEPARTMENT:  Athletics

POSITION OVERVIEW:
Reports to the Head Volleyball Coach and assist in the administration of all phases of the indoor/sand volleyball programs in accordance with NCAA Division I, Atlantic Sun Conference and Stetson University rules and philosophies.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
Bachelor's degree; master’s preferred; demonstrated ability to organize and develop world wide recruiting master plan; computer skills a must; datavolley. Knowledge of NCAA rules and regulations; proven ability to establish and maintain effective working relationships with students, fellow employees, program boosters, and the public. As this position requires operation of University vehicles and traveling for recruiting purposes, the possession and maintenance of a valid Florida driver's license and acceptable driving record is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
Assist the Head Volleyball Coach in the administration of all aspects of the indoor/sand volleyball programs; identifies, evaluates, and recruits prospective student-athletes; assists in pre-, in-, and post-season training, practices and games; assists in all areas relating to the operation of the volleyball program, including day-to-day administrative and operational responsibilities and following proper business procedures; assists with the development and maintenance of appropriate public relations, video / scouting – assist with video analysis of matches and practices, strength & conditioning – assist with the team fitness programs, recruiting coordinator – primary contact for scholar-athlete identification, evaluation, visits, travel, correspondence and communication , travel coordinator – arrange transportation, food, hotel and travel logistics, scheduling – assist with match and practice scheduling, fund-raising and promotional activities as necessary; primary contact and implementation of the summer camp program; assists in coordination of practice and game preparation; coordinate practice times at opponent’s facilities and coordinates the team travel arrangements within the department guidelines and budget; motivates and inspires student-athletes to excel in the classroom and on the field; attends functions related to the volleyball program; prepares reports; evaluates players.

Duties required: both indoor and outdoor work; direct exposure to prevailing weather, extreme heat, humidity, and cold; ability to endure physically strenuous work-outs and physical exercise on a daily basis, including standing and/or walking for long periods, bending, stooping, lifting; manual dexterity; lifting of
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up to fifty pounds; ability to work hours outside the normal University schedule; physical ability to travel; perceptual demands for sound, form, depth. Post-job offer medical exam will be required.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.