

**ASSISTANT COACH, Women's Volleyball****Reports to: Head Women's Volleyball Coach****Position Summary:**

As the assistant coach, teach techniques and skills at a level appropriate for collegiate competition, develop and help organize a comprehensive practice schedule, recruit student-athletes in accordance with head coach and college policies and Northwest Athletic Conference (NWAC) regulations, make arrangements for team travel including driving, submitting advance travel requests and securing lodging, assist in the purchase of appropriate supplies and equipment, represent the college at conference meetings, implement NWAC policies as defined in the official NWAC codebook, fundraise to supplement the budget, support and partner with the athletic department and its activities, and develop a strategic plan to be highly competitive, promote academics and involvement in the community.

**Essential Functions:**

Understand and follow all rules and regulations governing NWAC athletic programs in addition to the NWAC rules governing your sport, especially in matters pertaining to recruitment and eligibility of student athletes. Including but not limited to:

**RECRUITING:**

- Understand and abide by all recruiting guidelines and allowable recruiting geographical areas.
- Recruit and retain minimum roster numbers as set forth by the head coach commensurate with and in recognition of the importance of full rosters in the overall success of athletic programs.

**LETTERS OF INTENT:**

- Stay within the guidelines for number and dollar amount for scholarships and maximum job dollars allowable. In accordance with Head Coach guidelines.
- Demonstrate knowledge regarding the areas of other financial aid and the appropriate use of internal and external athletic funding.

**RETENTION/ELIGIBILITY:**

- Understand and continue to update your knowledge of all eligibility rules and regulations, especially any new rules adopted at the annual NWAC commissioners' meeting.
- Inform all of your student athletes of eligibility rules and regulations.
- Know the correct procedures for petitioning athletes' eligibility per the NWAC codebook.
- Work with the appropriate institutional personnel to track the academic progress for your athletes through grade check process and make sure you are aware of their academic progress.

**SCHEDULES AND TRAVEL:**

- Be familiar with all rules and regulations governing your sport in addition to the NWAC sports specific rules governing your sport. These include areas such as: playing season dates, travel squad size, pre-game regulations, protests, home team responsibilities, scrimmage rules and conference tournament schedule and rules.
- Work with the head coach on scheduling all athletic events, abiding by the league schedules set up by the region commissioners. All scheduling decisions are not final until approved by athletic department.

- Be aware of all travel arrangements. Transport teams to events and ensure adequate supervision and assume responsibility for the conduct of the players while on all road trips. Make sure an institutional representative accompanies the team at all times.
- Meet all scheduled obligations and work through athletic administration for any schedule or time changes.

#### **PREPARING ATHLETES FOR COMPETITION:**

- Help ensure that all your athletes have completed physical exams, filled out health records, NWAC questionnaires, assumption of risk forms, tracer reports for transfers, disclaimers, and any other forms necessary prior to the first practice
- Be alert to and protect athletes from unsafe conditions related to facilities and equipment.
- Be aware of the general rules and regulations concerning practices, what constitutes a practice, starting and ending dates, and supervision.
- Assist in teaching physical conditioning relative to your sport.
- Assist in teaching and coaching the fundamentals for your sport.

#### **FUNDRAISING:**

- Annually participate in program-specific fundraisers toward funding the operation of your program.
- Commit to coordinating and/or instructing sports camps specific to your area of expertise as a means of generating revenue for the program and athletic department throughout the year, both in and out of season where possible.

#### **MISCELLANEOUS:**

- Understand penalties for all flagrant acts committed by athletes and make sure athletes are aware of such penalties.
- Be an accommodating and respectful host to visiting teams, fans, visiting coaches and officials.
- Know and enforce WVC and the NWAC's tobacco use policy.
- Help develop and be familiar with your college's athletic injury disaster plan and medical policies.
- Assist the head coach in meeting required NWAC dates for rosters, schedules, pictures, etc.
- Fulfill all the minimum requirements for community college coaching certification and work toward further professional development.
- Develop a team code of that at minimum meets or exceeds that which is set forth by the athletic department, and take responsibility for its enforcement.
- Help prepare, recommend and work within your college budget.
- Accept responsibility and exceptional stewardship for all your sport equipment and uniforms.

This is not intended to be an exclusive list of all duties and responsibilities. Related duties and responsibilities may be assigned.

#### **Minimum Qualifications:**

- Demonstrated experience as a coach at a level commensurate with competitive intercollegiate athletics.
- Current CPR/First Aid certification or will obtain as per condition of employment.
- Knowledge of NWAC code and regulations or willingness to become knowledgeable.
- Valid unrestricted Washington state driver's license or the ability to get one upon hire.

**Preferred Qualifications:**

- Strong demonstrated ability to teach, with a focus on the holistic development of student-athletes.
- Demonstrated success recruiting athletes and retaining them through degree or transfer completion.
- Demonstrated competency and experience working in a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, gender and racial/ethnic backgrounds and those with physical, emotional and or learning disabilities.
- Bilingual in Spanish and English.

**Terms of Employment:**

This is a part-time position that works with the Head Coach, athletic director, NWAC athletic commissioners and campus departments to ensure compliance with all NWAC rules and regulations in areas including but not limited to: fundraising, recruiting, eligibility, schedules, travel and preparing student athletes for competition.

**Part-time, non-benefit-eligible position with an annual coaching stipend of \$4,000.** The annual salary may be prorated to reflect the actual number of months worked. Flexibility in scheduling is required to meet the needs of the department.

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

All offers of employment are subject to background checks. Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

A valid Washington state driver's license is required.

**To Apply:**

Please send a cover letter outlining how you meet the minimum and preferred qualifications and resume to Maria Adams [madams@wvc.edu](mailto:madams@wvc.edu) or mail to:

Wenatchee Valley College ATTN: Maria Adams  
1300 Fifth St Wenatchee, WA 98801

Email Maria Adams with questions.

**Reasonable Accommodation:**

Applicants with disabilities who require assistance with the application and employment process will be accommodated to the extent reasonably possible. Requests should be made to the human resources office by calling 509-682-6440. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state's free telecommunication access service.

**Equal Opportunity Employer:**

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender

identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, [title9@wvc.edu](mailto:title9@wvc.edu).
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: Dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).

*This recruitment announcement may not reflect the entire job description and can be changed and or modified at any time.*