

## HEAD COACH, Women's Volleyball

### Reports to: Athletic Director

#### Position Summary:

As the head coach, teach techniques and skills at a level appropriate for collegiate competition, develop and organize a comprehensive practice schedule, recruit student-athletes in accordance with college policies and Northwest Athletic Conference (NWAC) regulations, assist with advising and registration of student athletes, 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 athletic director commensurate with and in recognition of the importance of full rosters in the overall success of athletic programs.

#### LETTERS OF INTENT:

- Determine which athletes will receive letters of intent and the amount each is to receive according to department policy and recommend these athletes to the athletic director.
- Stay within the guidelines for number and dollar amount for scholarships and maximum job dollars allowable.
- Demonstrate knowledge regarding the areas of other financial aid and the appropriate use of internal and external athletic funding.
- 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.

#### 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 athletic department 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.
- Be responsible for teaching physical conditioning relative to your sport.
- Be responsible for teaching and coaching the fundamentals for your sport.

#### **FUNDRAISING:**

- Actively participate in all department fundraising ventures, work with WVC Foundation (as needed) making sure all such ventures fall within the NWAC regulations and your college and department policies.
- 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 athletic department 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.

### **Qualifications:**

#### **Minimum Qualifications:**

- Demonstrated experience as a volleyball coach at the high school level and/or college level.
- 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.
- Bachelor's degree.

#### **Preferred Qualifications:**

- Master's degree.
- 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.
- Bilingual in Spanish and English.

#### **Knowledge, Skills, & Abilities**

- Customer Service: Knowledge of customer service skills and best practices with the ability to provide general and specialized student support with professional courtesy, empathy, and interest in positive problem solving.
- Oral communication: Speak clearly and persuasively, actively listen and take the time to understand the points being made, including asking questions as appropriate and responding to questions.
- Quality: Accurate and thorough, look for ways to improve and promote quality, provide feedback to improve performance, monitor own work to ensure quality.
- Professionalism: Approach others in a tactful manner, react well under pressure, treat others with respect and consideration and follow through on commitments.
- Problem solving: Ability to assess situations and think beyond the immediate issue to anticipate and fulfill future needs before they become complications.
- Diversity, equity and inclusion: 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.
- Technical/computer skills: High level of proficiency and accuracy in Microsoft Office; familiarity with Canvas, PeopleSoft, and other college systems; ability to be cross trained to provide basic technical support.
- Student services: Knowledge of college processes such as admissions, enrollment, and financial aid; ability to be cross trained to provide student services support.
- FERPA: Maintain a high level of confidentiality and follow FERPA guidelines.

### **Additional Information**

#### **Terms of Employment:**

This is a part-time position that works with the 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 \$10,000.** 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.

**Work Schedule & Environment:**

- Normal work hours will be based around practice/workout/game schedules and academic schedules of the student-athletes.
- Work is performed in an office setting and then in Smith Gym for practice/workout sessions and weight training. Frequent travel for events, recruiting, along with nights and weekends will be required.
- Regular and consistent attendance required.

**Conditions of Employment:**

- An offer of employment will not carry with it any responsibility or obligation on the part of the College to sponsor an H-1B visa. Wenatchee Valley College only employs U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show proof of identity, and eligibility verification as required by the U.S. Citizenship and Immigration Services.
- 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.
- Finalists are required to complete the sexual misconduct disclosure form as required under RCW 288.112.080.
- A valid Washington state driver's license may be required.

**Application Procedure:**

**Applicants must submit all of the following (e-mail submission is preferred):**

- A cover letter that clearly indicates how you meet the minimum and desirable qualifications. The letter should thoroughly detail how your education, training and experience demonstrate your ability to perform the specific responsibilities.
- A current resume.
- The names, email addresses and phone numbers of at least three individuals qualified to assess your work-related experience and your ability to perform the duties specified for the position being applied for.

*It is your responsibility to submit all required application materials before the deadline. Please do not send portfolios or other unsolicited materials. They will not be shared with the screening committee and cannot be returned to you. Only the finalist will be asked to send additional materials. **We do not accept faxed application materials.***

**Application materials may be sent to:**

**Wenatchee Valley College  
Human Resources  
1300 Fifth Street  
Wenatchee, WA 98801  
(509) 682-6440  
Email: [jobs@wvc.edu](mailto:jobs@wvc.edu)  
Website: <http://www.wvc.edu/jobs>**

## **SELECTION PROCEDURE:**

**Open until filled. First review of applications will begin on May 22, 2025.** Wenatchee Valley College reserves the right to offer this position to a qualified candidate at any time, so your prompt response is encouraged. **Please contact athletic director Brian Kortz at (509) 682-6726 or [bkortz@wvc.edu](mailto:bkortz@wvc.edu) with further 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.

### **Equity Statement:**

Research suggests that women, gender diverse, BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

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, (509) 682-6445, [title9@wvc.edu](mailto:title9@wvc.edu).
- To request disability accommodations: Student Access Manager, 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 or modified at any time.*