

Volleyball – Head Coach

Bishop Neumann



Reports to: Activities Director – Bishop Neuman

Date: December 2024

JOB SUMMARY:

- The head coach is responsible for teaching, guiding, and forming students in the relevant skills, tactics, and techniques of the sport. They must desire to ensure high quality activities and extracurricular programs that align with the mission of the school. They should enjoy working with high school aged students and their families and have strong communication skills with a strong work ethic and the ability to be collaborative, energetic, positive, and enthusiastic.
- This includes, but is not limited to, designating starting athletes and making changes throughout the event, motivating students to reach their athletic potential both as individuals and as a team, encouraging good sportsmanship among team members and between competing teams, and providing constructive feedback.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATION

- Coordinates the enrollment of students into the sports program and makes decisions regarding who will play
- Ensures students are instructed in relevant theory, skills, and techniques
- Monitors and enhances student and team performance through encouragement and constructive feedback
- Schedules team practices and seeks to improve student and team performance within designated guidelines
- Develops team rules within the established guidelines of school policy
- Assists with administrative tasks that affect team competition
- Ensures proper management of all school equipment and uniforms
- Communicates with parents regarding the performance and behavior of their child
- Communicates with local media, as appropriate
- Coordinates transportation and dismissal schedules with Administration
- Ensures facilities are secured after practices and games by self or designee
- Assists the Activities Director as requested
- Learns any NSAA or similar rules

KNOWLEDGE, SKILLS AND ABILITIES:

MANAGEMENT

- Understanding of the integration of athletics, activities, and forming the whole person in Christ
- Knowledge of physical fitness and coaching techniques
- Knowledge of equipment procurement and maintenance
- Able to work independently and self-motivated
- Able to communicate effectively in both written and verbal form

COMMUNICATION

- Familiarity with Email, Calendar, Database, and Spreadsheet software. Must be computer proficient, with a knowledge of Word, Excel, and PowerPoint.
- Interpersonal, written/verbal communication and presentation skills
- Ability to handle multiple projects and be able to maintain confidentiality and professionalism

LEADERSHIP

- Strong belief in Catholic education and support of the mission of Bishop Neumann Catholic School
- Represents Bishop Neumann in meetings, seminars, and conferences relating to athletics and activities at local,

diocesan, and state level

- Maintains a personal and professional demeanor in all that pertains to a positive Catholic environment

CREDENTIALS AND EXPERIENCE

- Bachelor’s degree in Education or related field
- Current CPR/AED certification and first aid training
- Teacher’s or coaching-related certification
- Experience in education, coaching, or related field

TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Must be able to stoop, sit, stand, push, pull, and stretch consistent with an office environment
- Must be able to drive to various locations as required (valid driver’s license required)
- Must be able to use standard office equipment such as computer, telephone, fax machine etc. in conjunction with administrative duties
- Must be able to monitor students in a variety of locations including those with noise, activity, and inclement weather
- Must be able to lift or carry athletic equipment and furniture
- Must be able to work some nights and weekends

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

Approved: _____
Chief Administrative Officer

Date: _____

Approved: _____
Activities Director

Date: _____