

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Head Women's Volleyball Coach

POSITION OVERVIEW

This position is a full-time, 12-month, benefited union staff position under the supervision of the Director of Athletics. The employee serves as the head coach of the women's volleyball team and supports the Athletic Department's operation in a role assigned at the time of hire. The employee runs his or her athletic program in accordance with Maine Maritime Academy, North Atlantic Conference, and NCAA rules, regulations and policies. The employee must be committed to promoting academic and athletic achievement in a way that is fully integrated with the mission and vision of Maine Maritime Academy and the NCAA Division III philosophy.

COACHING DUTIES

- Serve as the coach of the varsity volleyball program responsible for organizing and directing all aspects of a successful and competitive NCAA Division III Program
- Recruit and retain roster of student-athletes
- Provide high-quality teaching in a humane learning environment
- Monitor and promote the academic and personal growth of student-athletes
- Develop and manage program's budget
- Operate program in a manner consistent with NCAA and NEISDA bylaws
- Develop and maintains alumni support for the program
- Supervise assistant coach(es)

DEPARTMENT SUPPORT DUTIES

All head coaches are assigned a duty supporting the Department's operations. Department support duties for the Head Coaches may differ. The duty assigned to the employee is determined at the time of hire but can be reassigned by mutual agreement. The following duties are generic by necessity and do not encompass all potential assignments. Duty assignments may change as needed by the Academy to align the skills or desires of a coach with an aspect of the Department's operations.

ATHLETICS ADMINISTRATOR

- Process purchasing requisitions/orders and complete all necessary documentation for all Athletics purchases
- Coordinates department's scheduling of contests and associated agreements
- Prepare and process timely payment of officials
- Maintain accurate rosters in campus student database
- Assist with event staffing/contest management
- Serves on steering committee for Student-Athlete leadership development programming

- Serves as one of several gameday administrators.

ATHLETICS COMMUNICATIONS ASSISTANT

- Assists with promotion of athletic teams in a manner that is consistent with institutional communications and branding strategy, using thoughtful and effective outreach to elevate the Academy's profile and stature.
- Assists with management of the official athletic website, athletic social media platforms, and web streaming portal.
- Supervises student staff responsible for the compilation of statistical information and web-streaming for home contests for assigned sports.
- Assists with ensuring that accurate information is available to the public in a timely manner.

ATHLETIC CONTEST COORDINATOR

- Coordinate greeting and accommodations for visiting teams and game officials for each contest's game administrator; serves as one of several gameday administrators.
- Provides supervision of the Equipment Operations Coordinator's student staff for gameday.
- Hire, train and supervise essential gameday staff including but not limited to ballrunners / retrievers, game clock and shot clock operators.
- Prepare facilities for scheduled athletic contests and ensure proper clean-up and take-down as necessary after events.

AQUATICS COORDINATOR

- Establishes procedures for and supervises, part-time and student employees assigned to work and operate programs occurring within Bok Pool.
- Serve as a certified Pool Operator and ensure compliance with Section 10-144 of Code of Maine Regulations, Chapter 202: State of Maine Rules Relating to Public Pools and Spas.
- Develop and maintain operations manual for Bok Pool.
- Schedule use of Bok Pool for internal and external constituencies according to institutional and departmental guidelines.
- Hire and supervise certified student and part-time lifeguards; train student and lifeguard part-time lifeguards on operations.

ATHLETIC FACILITIES MANAGER

- Monitor and maintain inventory of athletic department's equipment and apparel.
- Provide oversight for the daily laundering of apparel.
- Provide supervision to student staff assisting with tasks within the office and equipment room.
- Provide oversight for set up and break down game fields, courts and other venues for intercollegiate competition and practice, including but not limited to safety netting, flags, field markers, nets/goals, scoreboards, game and shot clocks and the necessary repair thereof.
- Ensure fields and courts are lined / marked as needed for competition and practice.

INTRAMURALS COORDINATOR

- Serves as the coordinator for intramural sports
- Develops policies and procedure to ensure safety of participants
- Provides oversight of budgeting and purchasing for intramural sports
- Develops programs responsive to student needs
- Supervises student staff operating intramural programs
- Develops intramural scheduling with student staff

STRENGTH AND CONDITIONING

- In conjunction with certified athletic training staff, develops and implement policies affecting the strength and conditioning program.
- Provides student-athletes with assistance to ensure proper techniques and designs training strategies for both injury avoidance and improved performance.
- Monitors the athletic strength and fitness facilities during peak hours for technical instruction and user safety.
- Coordinates sports specific programs that intensify the physical strength, speed and cardiovascular conditioning of the student-athlete. Instructs, educates and supervises all student athletes regarding proper weight training techniques.
- Works with Athletic Facilities Coordinator to assist with the general operation and maintenance of the Athletics' weight room, along with enforcing safety procedures.

STUDENT ATHLETE SUCCESS COORDINATOR

- Assists Compliance Coordinator with the evaluation and certification of student-athletes' NCAA initial, continuing and transfer eligibility
- Monitors the academic progress and counsels student-athletes on academic matters
- Recommends and facilitates tutoring for students
- Collects and analyzes retention data by sport and academic program
- Consults with coaches on student athlete progress, providing data and suggesting strategies for academic interventions
- Serves as departmental liaison to Director of Disability Services, Academic Affairs and Career Services
- Serves on steering committee for Student-Athlete leadership development programming

SKILLS

- Excellent organization skills
- Strong attention to detail
- Ability to prioritize and to handle competing multiple projects
- Ability to interact with all levels of staff including management
- Public speaking experience
- Strong customer service skills

- Ability to work in a student-oriented training environment
- Ability to work, inspire, motivate and support adolescents and young adults
- Flexibility, initiative, and the ability to work independently as well as part of a team
- Adept at learning and using a variety of software programs

REQUIREMENTS

- Minimum of Bachelor's degree required
- College-level playing experience in relevant sport preferred
- AED/CPR/First Aid
- Knowledge of office practices and procedures
- Computer proficiency/knowledge of Windows Microsoft Office Suite
- Excellent written, verbal and interpersonal/professional communication skills required
- Ability to work irregular/extended hours/weeks, including night and weekend duties as required
- Valid driver's license is required

SPECIAL CONDITIONS

- Tobacco-free campus
- Background check required

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Alumni, Parents, Students and various external and internal constituencies
- Travel, long hours, evenings and several weekends as necessary
- Occasionally lift, push and move up to 30 pounds
- Exposure to the elements during regularly scheduled outdoor activities
- Requires occasional lifting, stooping, kneeling, crouching
- The duties require moderate to active physical activity.
- Required to manipulate keyboard and use of computer monitor.

Maine Maritime Academy Position Factor Evaluation

Job Title: Head Volleyball Coach

Job Code:

Wage Grade: 20*

Total Points: 474

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	6	216
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	2	16
	III. Sensitive Information and Records	1	8
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	6	48