

# Independence Community College Job Posting



## Assistant Women's Volleyball Coach

Independence Community College seeks Assistant Women's Volleyball Coaches who will be responsible for performing job duties under the administrative review of ICC's Head Women's Volleyball Coach in the administration and management of ICC's Women's Volleyball team within ICC's guidelines, rules and regulations, the Kansas Jayhawk Conference and the National Junior College Athletic Association.

The Assistant Women's Volleyball Coaches will be responsible for organizing and directing all aspects of the ICC's Women's volleyball program.

Success candidates must be a team-oriented professional who can develop and execute strategies for recruitment of student athletes as well as develop a regionally and nationally competitive team.

### Minimum Qualifications

- Bachelor's degree from an accredited institution.
- Two (2) years of coaching experience.
- A thorough knowledge of the game of Volleyball as well as a thorough knowledge of NJCAA regulations and guidelines governing the recruitment and retention of student athletes.
- The ability to effectively work with various public and diverse populations.
- Human Relation skills of ordinary courtesy, understanding and ability to stimulate motivation, confidence and enthusiasm in student athletes.
- Must have a positive, up-beat, self-starting attitude and be able to interact with staff, students and the public in a professional manner.
- Must have the ability to work well with others.
- Must have the ability to accept supervision and direction.
- Must always display professional behavior as well as support and maintain an educational philosophy in alignment with the college's mission vision and core values.

### Primary Responsibilities

- Schedules and conducts regular practice sessions in and out of season, as allowed.
- Assists Head Coach and other Assistant Coach during scheduled events.
- Helps determine and implement strategies necessary to motivate players to their maximum levels of individual and team performance.
- Helps to direct and manage other assistant coaches as needed; attends coaches' preparatory meetings and teaching procedures for the assistant coaching staff.

- Helps conduct, coordinate, prioritize and/or delegate administrative responsibilities; team travel, future game schedules, equipment inventory, ordering of supplies and equipment, speaking engagements, camps and youth clinics.
- Helps develop a comprehensive and functional knowledge of the sport and actively seeks to develop new methods and strategies of the sport.
- Assists Head Coach with the search, selection and training of qualified assistant coaches with the approval of the Athletic Director and in accordance with all ICC Personnel and Affirmative Action programs and procedures.
- Helps maintain continual and thorough familiarity with all applicable NJCAA, KJCCC and departmental rules and regulations.
- Scouts and Recruits quality student athletes.
- Develops working relationships with faculty and college staff to assist in the recruiting and retention process.
- Demonstrates an active interest in the academic progress of student athletes to prevent academic eligibility problems. This includes supervision of periodic eligibility checks of athletes during competition, enrollment procedures, degree checks and class attendance.
- During season, submit to faculty at least one week in advance a list of traveling squad members for any athletic contest, which will cause student athletes to miss class.
- Attend College functions/activities as required.
- Actively promotes public relations with the media, civic groups and Booster Clubs to maximize exposure for the team and to assist in promotional/fund-raising activities. All attempts to increase present revenue sources and develop new sources should be coordinated through and approved by the Athletic Director's office.
- Actively participate in community activities.
- Establishes and ensures communication and enforcement of rules and regulations regarding student conduct, appearance, and behavior and class attendance.
- Serve as a mentor to students and other assistant coaches.
- Demonstrates a cooperative attitude toward all other sports within the intercollegiate athletic program.
- Coordinates scholarship paperwork and oversee the completion of financial aid paperwork, admission criteria and eligibility certification.
- Submits names of all athletes participating in his/her sport to the Registrar for eligibility certification.
- Oversees the completion of the press guide, programs, and recruiting brochures.
- Attends and participates in commencement exercises in academic regalia.
- Meets attendance expectations as required for this position which does include a willingness to work unusual hours including evenings and weekends.
- Supervise the following staff: Resident Assistant Coaches and work study students assigned to the program.
- Any other related duties as required by the Head Women's Volleyball Coach or Athletic Director.

## Position Information

This position is a full-time 12-month position.  
Dorm Room and Meal Plan provided.

## Mission Statement

Independence Community College serves the best interests of students and the community by providing academic excellence while promoting cultural enrichment and economic development.

## Vision Statement

To be a community college that provides an exceptional educational experience by cultivating intellect, encouraging creativity, and enhancing character in a student and community centered environment.

## Core Values

- **Integrity:** ICC holds its employees and students accountable to be honest, ethical, and transparent.
- **Excellence:** ICC demonstrates continuous quality improvement in academics and services offered to students and other stakeholders.
- **Responsiveness:** ICC looks to the future by responding to the emerging needs of its stakeholders.
- **Diversity/Enrichment:** ICC provides an environment that values uniqueness while promoting personal growth through creativity and innovation.
- **Commitment:** ICC commits to making decisions that best serve its students and community.

ICC does not discriminate on the basis of race, religion, color, national origin, sex, age, tenure, disability or any other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations, in admission or access to, or treatment or employment in its programs and activities.

ICC offers Career and Technical Education programs in Business, Computer and Office Technology, Cosmetology, Culinary Arts, Early Childhood Education, Veterinary Technology, Health Sciences, Welding and Woodworking and has an open access policy, with program admission based upon the completion of applicable course/testing prerequisites. Lack of English skills will not be a barrier to admission and participation in CTE programs.

Inquiries regarding ICC's nondiscrimination policies or compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 should be referred to: Lori Boots, Vice President of Human Resources, Independence Community College, (620) 332-5606.