



## Program Director and Varsity Girls Volleyball Coach Job Description

### **About St. Andrew's School:**

St. Andrew's School is a private, independent, college preparatory school located in Savannah, GA. The school is a grade PK-12 school with over 500 students.

### **Job Summary:**

St. Andrew's is dedicated to developing students to become problem solvers, critical thinkers, effective communicators, technology users, and contributing members to a global workforce and society.

The Head Girls Volleyball Coach is responsible for various aspects of the Girls Volleyball Program, such as recruiting within the school, scheduling opponents (in conjunction with the Athletic Director), training, and coaching team members. The Head Girls Volleyball Coach must abide by the GISA/SPAL/NFHS rules and regulations, and the rules and regulations set by the St. Andrew's Board of Directors and the athletic administration at St. Andrew's.

### **Job Specifications:**

Successful candidates must perform essential duties at a professional level. The requirements listed below represent the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. **This is a stipend position with long term employment possibilities.**

### **Minimum Qualifications (Knowledge, Skills, and/or Abilities Required):**

- 2-4 years of experience coaching volleyball at the high school level (head coaching experience preferred).
- Must possess effective coaching techniques and skills.
- Must possess knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, governing organizations (GISA/SPAL), opponents, officials, staff, parents, and students.

## **Essential Responsibilities:**

- Manage and supervise athletic activities, contests, and practice sessions, to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- Coordinate the development, promotion, and retention for the Girls Volleyball Program from Lower School to Upper School.
- Hold organizational meetings for team prospects and encourage potential athletes to participate in the girls volleyball program.
- Ensure all-girls volleyball coaches work together toward a common goal within the girls volleyball program and provide unity within the youth community programs.
- Develop a regular practice schedule and organize practice time to provide both individual and team development.
- Hold a preseason meeting with all student-athletes and parents before the first official game.
- Apply and enforce student discipline during athletic contests, practice sessions, and trips off school property, encouraging sportsmanlike conduct in all phases of athletic participation.
- Take all necessary precautions to protect student-athletes, equipment, and facilities, including protecting students from hazing/bullying.
- Maintain and secure all volleyball equipment and uniforms.
- Assist student-athletes with college recruitment.
- Assist the Athletic Director with the scheduling of games and coordinate arrangements.
- Act as a team representative and promote the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
- Participate in special activities to include senior night, banquets, award nights, and pep assemblies.
- Conferences with parents/guardians, as necessary, regarding the athletic performance of their students.
- Follow established procedures in the event of an athlete's injury.
- Represent St. Andrew's School and the Girls volleyball program professionally.
- Maintain nondiscriminatory practices in all activities.
- Attend staff development meetings, clinics, and other professional activities to improve coaching performance.
- Perform any other related duties as assigned by the Athletic Director or other appropriate administrator.

## **Additional Knowledge/Skills:**

### ***Knowledge***

- Comprehensive knowledge of the game is paramount alongside extensive knowledge of current coaching techniques and procedures.
- Knowledge of NFHS, GISA and SPAL rules.
- Demonstrated ability to instruct and supervise student-athletes.

## ***Skills***

- The applicant must possess the ability to communicate well.
- Excellent organizational, communication, and interpersonal skills.
- The applicant must possess the ability to relate to students and to teach them on and off the court.
- The applicant must be willing to accept a high level of accountability.
- The applicant must possess the ability to assess players and coaches effectively.

## ***Interpersonal Skills***

- The applicant should be professionally calm and motivationally intense.
- The applicant should be a progressive thinker but a believer in planning and preparation.

## **Supervision Exercised:**

Assistant Coaches, Girls volleyball staff

## **Supervision Received:**

Head of Schools, Head of Upper School, and Athletic Director

St. Andrew's School reserves the right to update, revise or change this job description and related duties at any time.