



**Position:** Head Coach Women's Volleyball

**Location:** Montreat, NC

**Summary:**

The Head Coach is responsible for the recruitment, retention and academic success of student athletes. The Head Coach is expected to affirm, model, and cultivate the Christ-centered mission of Montreat College and the Athletic Department. In addition to coaching, this position maintains control and oversight of budgets and scheduling of athletic contests. The Head Coach will be responsible to maintain compliance with all NAIA, AAC, and Montreat College rules and regulations.

**Duties:**

1. Conduct their programs in accordance with NAIA regulations, AAC guidelines, and within the Christ-centered mission of Montreat College.
2. Provide a positive atmosphere that promotes a sense of community and fairness, organization, commitment, motivation, and accomplishment.
3. Stay current concerning sport policies, rule changes, training techniques, and game strategies in their respective sports.
4. Encourage and uphold the NAIA Champions of Character Core Values and enforce appropriate behavior during all team practices, contests, and any other team related activities.
5. Recruit candidates for assistant/graduate assistant coach (in conjunction with the Athletic Director), when applicable.
6. Develop and implement strategies for recruiting exceptional student athletes to attend Montreat College.
7. Keep accurate records of the following: student athlete participation, disciplinary issues, academic and individual meetings, statistics, awards, and other general team data.
8. Maintain timely communication with the athletic department, athletes, and other involved parties, by checking email, phone messages, and mailbox regularly.
9. Clearly articulate team policies and expectations to student athletes at the beginning and throughout the season.
10. Schedule an end of season team meeting, and/or individual player meetings, within two weeks of the last competition.
11. Maintain and collect team inventory, equipment, and uniforms.
12. Ensure respective sport facility is maintained properly for optimal playability, cleanliness, and safety.
13. Attend Discovery Day events sponsored by Admissions and other Montreat College events as needed.
14. Be a positive role model on issues of language, alcohol, tobacco, and drugs.
15. Coaches will not sell, require, or recommend the use of dietary supplements to their student athletes.
16. Ensure proper reporting of rosters, schedules, scores, and updates to the SID.
17. Ensure proper reporting of possible violations to the AD.
18. Submit budgets, monthly P-Card reconciliations, and other necessary forms in a timely manner.
19. Maintain discernment and compliance regarding operating and scholarship budgets.
20. Educate and inform student athletes of the eligibility process and requirements; financial aid responsibilities; coordinate with the Retention or Safety Net Committee to develop an Academic Success Plan should academic issues arise.
21. Schedule transportation needs with Transportation Coordinator (TC); communicate all changes in a timely manner with the TC; maintain van certification through Montreat College; communicate maintenance issues and maintain cleanliness of vans.
22. Attend and participate in regular department meetings.

23. Accountable for the Assistant/Graduate Assistant Coach's actions as a representative of Montreat College.
24. Maintain CPR/AED certification.
25. Perform additional duties as assigned by the Athletic Director.

**Skills:**

**A. Essential Job Functions**

1. Excellent writing skills
2. Excellent oral communication and relationship skills
3. Excellent recruiting skills to meet annual roster expectations
4. Efficiency in computer applications (Microsoft Office, Excel, etc.)
5. Ability to read, understand, and apply instructions
6. Hear and understand telephone conversations
7. Ability to coordinate different tasks simultaneously
8. Move about the campus freely (including all facilities)
9. Working knowledge of game/facility preparation
10. Ability to multi-task

**B. Leadership Qualities**

1. Work closely with the Admissions and Financial Aid office.
2. Articulate a clear vision for the volleyball program
3. Set goals and objectives based on the needs and capabilities of the population served
4. Articulate and promote student learning and development in the following areas:
  - a. Spiritually
  - b. Academically
  - c. Character
  - d. Athletic Excellence
5. Prescribe and practice ethical behavior
6. Where appropriate, recruit, select, supervise, and develop others in the organization
7. Manage financial resources
8. Plan, budget for, and evaluate personnel and programs

**Education:**

A Bachelor's degree from an accredited four-year institution is required. Extra consideration will be given to candidates with successful recruiting, athletic development, and/or collegiate coaching/competitive experience. Must support and affirm the College's faith statement and Community Life Covenant:

<https://www.montreat.edu/about/mission/>

**Supervisor:**

The Head Women's Volleyball Coach reports to the Associate Director of Athletics and the Director of Athletics.

**Application Requirements:**

Please email the following materials to Associate Director of Athletics Heather Maston:

[heather.maston@montreat.edu](mailto:heather.maston@montreat.edu)

1. Completed [application](#)
2. Professional cover letter
3. Statement of Christian faith
4. Resume with three references

## **About Montreat College:**

**Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.**