

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

November 19, 2019

JOB TITLE: Head Women's & Men's Volleyball Coach/Athletics Camps and Clinics Coordinator
(Full-time, 12 months)

REPORTS TO: Director of Athletics

DEPARTMENT: Athletics

Job Summary: Direct all aspects of the NCAA Division III Women's and Men's Volleyball programs and is responsible for the planning, development, and implementation of all activities related to these programs. These areas include, but are not limited to planning and supervision of practices, games/matches, management of budgets, control of equipment and supplies, recruiting potential student-athletes - including international student-athletes, scouting opponents, and organization and implementation of program development activities. Abide by NCAA and AMCC rules and regulations. Serve as a positive role model for all student athletes. Develop and maintain good communication with team members; utilize effective motivational strategies. Cultivate good rapport with other teams, athletics staff, and all offices on campus. Assist with all duties relating to Athletics Camps & Clinics. Serve as the Department point of contact for registrations, communications, paperwork, and check-in processes, where applicable. Assist sport camp coaches and directors, where applicable.

Requirements/Qualifications: Knowledge of NCAA and AMCC rules and regulations. Basic computer skills (Microsoft Word, Excel, Microsoft Office, Internet Explorer). Should have working knowledge of the NCAA manual, compliance regulations, and social media etiquette. Strong communication, organizational and interpersonal skills. Able to pay close attention to details. Able to work independently as well as being able to supervise and be supervised by others. Willing to work long days, nights, weekends, holidays, summers, and willing to travel long distances at all hours. Able to work under deadlines and pressures. Knowledge of the collegiate athletics recruiting process and proven ability to recruit prospective student-athletes and retain and graduate current student-athletes. Bachelor's degree preferred. Playing and coaching experience, preferably at the collegiate level. Valid driver license. Current AED/CPR + First Aid Certification, or ability to obtain upon employment.

Interested candidates should submit a cover letter, resume and contact information for three professional references to:

Megan Valentine, Director of Athletics
athleticjobs@hilbert.edu

Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students.

5200 South Park Avenue ♦ Hamburg, New York 14075 ♦ Phone (716) 649-7900