



# JOB DESCRIPTION



## INFORMATION

|                    |                                      |                                |                                 |
|--------------------|--------------------------------------|--------------------------------|---------------------------------|
| <b>Job Title:</b>  | <b><i>Second Assistant Coach</i></b> | <b>EEOC Job Classification</b> | Professionals                   |
|                    |                                      | <b>FLSA Classification</b>     | Non-Exempt, part-time, 7-months |
| <b>Department:</b> | Women's Volleyball                   | <b>W/C Classification</b>      | 8868 – Faculty/Administration   |
| <b>Reports To:</b> | Head Coach                           | <b>Compensation</b>            | \$16.50/hour                    |

## SUMMARY

Advance the mission and vision of TMUS by supporting the Head Coach in leading the Women's Indoor Volleyball program. Accountable to produce the highest attainable levels of excellence in instruction as well as individual and team performance. Will develop and improve the technical and physical skills of in each student-athlete. Represents the institution through recruitment of potential student-athletes and colleagues at other institutions.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Attend all practices, home matches, and local (non-overnight travel) away matches.
- Provide adequate team and individual sport instruction within an established program system.
- Contribute to the sport skill development of individual student-athletes.
- Pursue continuing education in coaching strategies, competencies, and techniques.
- Recruit potential student-athletes who possess an appetite for spiritual growth and a personal relationship with Jesus Christ.
- Invest in student-athletes with a focus on mentorship, personal discipleship, character formation, and academic progress.
- Support the mission of the University by strengthening a tradition of quality athletics while challenging student-athletes to excel academically and as followers of Christ.
- Ensure NAIA Eligibility Rules and the NAIA Handbook and Bylaws are followed.
- Ensure compliance with the policies of the Conference affiliation.
- Assist in the Coordination of the following:
  1. Planning and overseeing the practice and conditioning sessions
  2. Travel itineraries
  3. Strength training session
  4. On-campus recruit visits
- Prepare workouts in advance taking into account the varying skill levels of student-athletes.
- Develop a training cycle taking into consideration the varying levels of commitment and goals.
- Ensure all practice times, team activities, and competitions are communicated clearly.
- Upload game film to GSAC film exchange platform according to conference policy.
- Conduct video analysis, film breakdown, and individual player meetings by position.
- Represent the organization at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

## SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

## EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience, Master's degree preferred.
- At least two-years' experience in a coaching role.
- Proficient in Microsoft Office Suite or similar software.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Some travel with overnight stay expected.

## ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.