



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 3/3/2025
Revised on: 3/3/2025

Job Title	Salary Schedule	Grade	Job No.
Women's Assistant Volleyball Coach	Local		SS8797
Reports To	FLSA Status	Grant Funded	Tenured
Athletic Director	Non Exempt	No	No

JOB SUMMARY: The person in this position will assist the head coach in recruiting athletes and coaching the women's volleyball team. The job requires organizational, coaching, and public relations skills necessary to assist in fielding a competitive intercollegiate volleyball team for women.

QUALIFICATIONS:

- ◆ Demonstrated knowledge of volleyball **required**
- ◆ Bachelor's Degree *preferred*
- ◆ Collegiate experience as a volleyball player *preferred*
- ◆ Prior experience in coaching volleyball in an intercollegiate setting *preferred*
- ◆ Experience with Microsoft 365 *preferred*
- ◆ Excellent public relations skills *preferred*
- ◆ CPR/AED Trained required within four (4) weeks of employment

DUTIES:

- ◆ Coach intercollegiate women's volleyball team under the supervision of the head coach
- ◆ Recruit academically/athletically qualified athletes under the supervision of the head coach
- ◆ Conduct academic follow-up activities for student athletes
- ◆ Maintain records and submit reports as required
- ◆ Assist with fundraising and community service projects
- ◆ Represent the College in a professional manner while recruiting or in public forums
- ◆ Keep abreast of changes in coaching methods and technology
- ◆ Attend required Gadsden State meetings and workshops
- ◆ Conduct all duties in compliance with ACCC and NJCAA rules and regulations
- ◆ Comply with policies and procedures of the State Board of Education, the Department of Post-Secondary Education, Gadsden State Community College and laws of the State of Alabama
- ◆ Commitment to the teaching-learning process of the two-year community college and the open-door admissions process
- ◆ Other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-

related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: Frequent standing, walking, running, bending, and reaching to demonstrate volleyball techniques and lead team activities
- ◆ Manual Dexterity: Regular use of sports equipment, including volleyballs, nets, and training tools, as well as standard office equipment for administrative tasks
- ◆ Lifting: Ability to lift and carry equipment, gear, and supplies weighing up to 50 pounds
- ◆ Communication: Clear and effective verbal and written communication skills are essential for coaching, recruiting, and team coordination

Work Environment:

- ◆ Setting: The position involves both indoor and outdoor environments, including gymnasiums, practice facilities, and occasional outdoor training areas
- ◆ Travel: Frequent travel is required for recruiting, team competitions, and conferences
- ◆ Schedule: Flexible hours, including evenings, weekends, and holidays, to accommodate practices, games, and recruitment activities
- ◆ Interaction: Regular collaboration with student-athletes, coaching staff, faculty, administrators, and the community

Reviewed by: Jason Gurley, HR Manager

Employee Name:

Employee Signature

Date