

Tri-County Area School District  
Plainfield WI 54966

**Job Description**

**JD CC 235**  
**Updated: July 2009**

**Position Title:** **Volleyball Head Coach**

**Qualifications:**

- Ability to work with students to create a safe, inviting educational environment.
- Ability to work well with other coaches, staff and parents.
- Ability to take constructive criticism and direction from supervisors.
- Ability to follow work rules and procedures.
- Possess knowledge and skills of volleyball.

**Immediate Supervisor:** Athletic Director or Principal

**Position Function:**

Oversee the entire volleyball program in the school district, provide leadership to maintain a competitive volleyball program at all levels of the program, and train and guide student participants to be skilled athletes and to have them follow and respect district values related to sportsmanship, teamwork and determination for excellence.

**Specific Responsibilities:**

- 1 Impart to the athletes the specific skill of the game through explanation and demonstration.
- 2 Develop practice schedule for practices and conduct practices that are meaningful and instructional.
- 3 Provide for the safety of the athletes through proper teaching of safety rules and condition training.
- 4 Provide safe and appropriate equipment and supplies for the athletes to use for practice and games.
- 5 Provide for the proper uniforms for all of the athletes.
- 6 Enforce the co-curricular code of conduct for the athletes.

- 7 Check with office to be sure all WIAA physical cards and alternate year physical cards are current and on file.
- 8 Maintain rosters of the athletes in the program.
- 9 Coordinate with the news media for the publicity of the program and games as the season progresses.
- 10 Meet with athletes and parents to discuss rules, regulations, procedures, practice schedules and training expectations at the beginning of the season.
- 11 Acquire with the help of the Athletic Director and Building Principal the needed coaching staff to assist with the various levels of competition.
- 12 Care for the equipment and supplies for the program on a daily basis and inventory and store all equipment supplies and uniforms for safe keeping during the off season.
- 13 Prepare a budget for the purchase of equipment, supplies and uniforms and submit a budget for approval to the Athletic Director yearly.
- 14 Prepare with the input of the Athletic Director a schedule of games for all levels of the program.
- 15 Work with the Athletic Director to arrange for transportation of all away games for all levels of the program.
- 16 Work with the Director of Building and Grounds for the preparation of the practice and game facilities.
- 17 Work with the Athletic Director to acquire scorers, timers, officials and supervisors for all home games.
- 18 Recognize the athletes at all levels of the program with a well planned and organized parents' night and awards program yearly.
- 19 Work with the Athletic Director to budget for awards and recognition supplies for all the athletes at all levels of the program.
- 20 Attend conference coaches meeting called by the Conference Commissioner
- 21 Attend workshops and seminars to up-grade and maintain an excellent level of coaching expertise.
- 22 Recruit athletes from within the school system to participate and develop a mechanism for fair and equitable participation of the athletes in interscholastic competition.
- 23 Attend any other such meetings as directed by the Athletic Director, Building Principal or the WIAA.

**Evaluation:** Performance of this job will be evaluated in accordance with the Board's policy on employee evaluation. Evaluation is done by the Athletic Director or the building Principal.