



Corban University
Position Description and Application Process

HEAD VOLLEYBALL COACH

DEPARTMENT:	Athletics
REPORTS TO:	Director of Athletics
FLSA STATUS:	Exempt Part Time – option includes coaching duties Full Time - option includes Athletics Administrative duties Exempt
SALARY RANGE:	\$15,000 - \$35,000 depending on PT / FT status and experience
REVISED:	October 2014

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Head Volleyball Coach is responsible to oversee the sport of Volleyball in the best interest of the University, and to adhere to the mission and policies of Corban University. Further, each Head Coach must have a working knowledge of their governing organizations (Cascade Collegiate Conference and NAIA) as it relates to them, personally and to their responsibilities.

ESSENTIAL FUNCTIONS:

- Responsible for team building and skill training
- Maintain expert knowledge of skills and strategies related to the sport
- Direct strategy and manage players' involvement during athletic practices or contests
- Help develop a program to aid student athletes who are having academic difficulties helping to monitor the academic development of student athletes toward graduation
- Participate in scheduling process for competitive events
- Partner with Athletics Department staff to plan and oversee away event details. (Travel, Meal, Lodging etc.)
- Responsible for motivating, encouraging, disciplining and maintaining sportsmanship
- Partner with Sports Information Director to track and provide statistical information
- Help maintain and care for athletic facilities
- Delegate responsibilities to assistants, managers and squad members
- Assist in preparing the budget for respective sport and responsible to accurately monitor his/her portion of the athletic budget
- Responsible for proper checkout, use, storage (both in and out of season), cleaning, marking and inventory of all equipment
- Recommend to the Athletic Director award winners for the particular sport and recommend changes and improvements as needed
- Coordinate and direct the recruiting for the program with the guidance of the Admissions Office
- Partner with the Athletics Director in the hiring of assistant coaches
- Foster and maintain quality alumni and constituent connections to enhance the vigor of the program
- Perform other duties as assigned



KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated effective leadership and communication skills
- Demonstrated strong commitment to the Student-Athlete concept
- Demonstrated effective recruitment strategies
- Ability to organize and implement effective game and practice strategies
- Working knowledge of CCC, NAIA and institutional rules and regulations
- Playing and coaching experience at the collegiate level is preferred
- Knowledge of sports management
- Demonstrated ability to work alongside of students in a cooperative and collaborative style
- Self-motivated and detail oriented
- Demonstrated organizational and problem solving abilities
- Ability to handle sensitive and confidential information

QUALIFICATIONS AND REQUIREMENTS:

- Master's degree preferred; bachelor's degree required
- Coaching experience at the collegiate level preferred
- Proficient in Microsoft Office software applications (e.g. Word, Excel, etc.)
- Demonstrated high degree of sportsmanship and high moral standards
- Demonstrated ability to lead, motivate, and encourage university-age students

WORKING CONDITIONS: Travel and weekend/evening work related to athletics calendar. Events on and off campus during non-business hours will be an aspect of the position.

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public.

Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.

Application process on following page



To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- At least three professional references
- Completed Corban staff application (found on our website: www.corban.edu/employment)

Send or email to:
Corban University
Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316