| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 6/11/2024 | PA9826 | Assistant Volleyball Coach | FA9818 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Student Affairs | Athletics | Professional Technical Admin III | 27-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** Choose an item. | **Non-Bargaining:** [x]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [x]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
| --- |
| Driven by compassion, inclusivity, integrity, teamwork, and work-life balance the Athletics Department within the Lansing Community College (LCC) Student Affairs Division is committed to student success by ensuring that high quality programs and services are delivered by a committed and professional team.The Assistant Volleyball Coach will support program recruiting and selection of athletes for the sport of volleyball. The incumbent will teach and monitor LCC student-athletes’ progress in academics and athletics. This position will focus on academic success and developing good sportsmanship and citizenship to ensure outstanding representation of the College. The position also has a secondary focus on the development of student athlete’s athletic abilities within the sport of cross country and track. The incumbent must show a commitment to follow rules and guidelines in accordance with NJCAA and MCCAA. The Assistant Volleyball Coach collaborates with a Head Coach in developing preliminary budget, schedules, travel and equipment needs. As needed, an incumbent may be required to transport athletes using a College-owned vehicle. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| N/A |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 50 | 1 | Coach and teach sport fundamentals to student athletes using sound and acceptable teaching practices to prepare them for intercollegiate competition in the sport of volleyball. Foster sportsmanship and fair play. |
| 20 | 2 | Recruit and promote LCC to prospective student athletes. |
| 15 | 3 | Maintain team statistics as required by the MCCAA and the NJCAA. Report statistics to all required stakeholders including recording on the NJCAA website. |
| 15 | 4 | In collaboration with the Head Coach, develop both *team practice* and *meet* schedules. Coordinate team travel arrangements by working with the appropriate College staff.  |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| Communication:* Excellent written and oral communication skills.
* Ability to work effectively with a diverse population of students and colleagues

Leadership: * Solid leadership skills

Decision Making:* Ability to make good decisions to maintain the reputation of athletic programming.

Problem Solving:* Ability to asses and analyze situations to arrive at the best possible resolution for all parties.
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| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required*** High School Diploma
* Demonstrated knowledge of sport training and sport strategy
* Valid driver’s license with less than 6 points

**Preferred*** Associate’s Degree or higher
* Volleyball coaching experience at the high school level or above
* Experience with athletics at the Community College level
* Knowledge of NJCAA rules and regulations
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Greg Lattig **Supervisor’s Signature:** \_\_\_Greg Lattig\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_6/7/24\_\_\_\_\_

**Dean/ELT’s Name:** Ronda Miller **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_\_\_ **Date:** June 08, 2024\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_\_ **Date:** \_6/11/2024\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** PA9826 **Date:** **6/11/2024 Supervisor’s Position #:** FA9818

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[x]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[x]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[x]  Climbing

[ ]  Kneeling

[x]  Reaching

[x]  Balancing

[x]  Crouching

[x]  Grasping

[x]  Stooping

[ ]  Crawling

[ ]  Picking/Typing/Keyboarding

[ ]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[x]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[x]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises