



NOTRE DAME COLLEGE

JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population for personal, professional, and global responsibility.

TITLE: Head Women's Volleyball Coach

DEPARTMENT: Athletics

REPORTS TO: Director of Athletics

SUPERVISES: Graduate Assistant Coach

BASIC FUNCTION:

The head coach is responsible for directing and administrating all aspects of the sport's program including coaching, recruitment, and monitoring the academic progress of student-athletes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrate knowledge of the sport through excellence in coaching.
- In consultation with the Director of Athletics or designee:
 - Select, supervise and evaluate assistant coaches.
 - Manage sport budget.
 - Market and promote sport program.
 - Participate in athletic department major fundraising efforts.
 - Develop a sport schedule.
- Assist with the development and implementation of Game Environment and Community Engagement initiatives within the athletics department.
- Responsible for adhering to and documenting compliance with the policies and regulations of the College, Department of Athletics, Mountain East Conference and NCAA; responsible for the orientation of student-athletes and potential donors to these guidelines.
- Meet team specific annual recruitment goal of student-athletes.
- Oversee the conduct and discipline of student-athletes.
- Plan and implement all practices and games.
- Supervise pre-season and post-season conditioning.
- Maintain a regular on-campus presence year-round in which above duties are carried out.
- Maintain professional conduct.
- Uphold the values expected of a Notre Dame employee as outlined in the NDC employee handbook.
- Situation appropriate professional attire required at all times.
- Assist in Department of Athletics fundraising events.

- Responsible for knowledge and implementation of NCAA rules and regulations in the areas of amateurism, eligibility, recruiting, financial aid, playing and practice seasons, and awards and benefits. Coaches are expected to fully cooperate and participate in compliance related policies and procedures, within the institution and NCAA guidelines.
- Ensure that the program adheres to the rules and regulations of the Mountain East Conference.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required. Masters degree in Coaching, Sport/Athletic Management, Student Personnel Administration, Higher Education, Education, or other closely related field desired.
- 1 to 3 years experience in coaching and/or athletic administration.
- Budgeting, planning and computer skills.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.

HOW TO APPLY: Please send a resume, and cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview