

Head Volleyball Coach



Department: Athletics

Type: Staff, Full-Time

This is a full-time, 12-month position that will involve additional responsibilities, depending upon the profile, skills, experience, and interests of the successful applicant.

Additional duties will include but are not limited to serving as an admissions counselor between the Admissions office and the athletics program; equipment management and scheduling; event operations; compliance and academic success.

Essential Duties and Responsibilities:

1. Administer all aspects of the volleyball program, including but not limited to designing practice plans and conducting practice in accordance with the NAIA's 24-week rule, scheduling of contests, preparing for competition, arranging of transportation and meals, maintaining inventory of uniforms and equipment, managing budget according to College and Athletics Department policies, monitoring academic progress, supervising assistants (graduate, part-time, volunteer or student).
2. Provide fundamental and advanced instruction of volleyball skills, conditioning, and philosophy.
3. Actively recruit qualified student-athletes who have an interest in one of the College's academic programs; appropriately communicate prospective student-athlete information to Admissions and Financial Aid; recruitment and retention of student-athletes are both key aspects of the position.
4. Track all communication in centralized database system and CRM.
5. Full-time participation during off-season and part-time during season as a member of the Admissions/Enrollment team in the Office of Engagement, focusing on recruitment.
6. Responsible for achieving individual/departmental enrollment goals.
7. Identify, organize, and carry out activities (NAIA Champions of Character/community service outreach, workshops, summer camps, clinics, etc.) to promote the volleyball program.
8. Cultivate and maintain relationships with student-athletes, faculty & staff, admissions and financial aid, student development, AAU/high school/JUCO coaches, media, and parents.
9. Mentor student-athletes about life skills and preparation for life after their sport and college.
10. Represent Stephens College in a manner compliant and consistent with its ideals, the American Midwest Conference, and the NAIA Champions of Character program.

11. Coordinate event coverage with AD, SID and athletics staff including the positions of official scorekeeper, shot clock operator, and scoreboard operator.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university required, master's degree preferred.
- Evidence of successful and effective coaching experience required success at the collegiate level preferred.
- Working knowledge and application of NAIA rules and regulations.
- Strong skills in communication, organization, multi-tasking, efficiency, and customer service.
- Ability to work with a diverse constituency including students, parents, coaches, faculty, staff, administrators, and outside contacts.
- Must meet and maintain Stephens Driver Qualification and Vehicle Safety Policy.
- A supportive interest in the mission of the College.

Stephens College offers excellent benefits including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and retirement plan.

To Apply:

Submit an online [Stephens College application](#) with cover letter, resume and references. Review of applications will begin immediately and will continue until the position is filled or the search is closed.

The successful candidate must pass a criminal background check.

Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.

About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review,

Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women’s competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.