Summary:

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Varsity Volleyball Coach is responsible for the oversight of the Volleyball program, including scheduling of contests and supervising the Junior Varsity and Freshman team coaches.

Essential Duties and Responsibilities include the following:

To perform the job successfully, the individual must possess the ability to perform as part of a team and have excellent interpersonal skills; have excellent written and verbal communication skills and the ability to work with a wide range of audiences; have strong organizational skills and be detail-oriented, with the ability to multi-task and meet multiple deadlines.

In addition, the Varsity Volleyball Coach must be able to meet the following expectations:

- Responsible for the supervision of:
  - Assistant coaches
    - Hire coaches, in coordination with the athletic director
    - Evaluate annually each person who reports to him/her
    - Oversee and coordinate all Volleyball competitions, both overnight and single day
    - Schedules and communicates all competition and trip information to the Athletic Director

- Other responsibilities include not limited to:
  - Coaching within compliance of all NFHS/CCS rules
  - Oversees the development and coordination of the Mercy Burlingame Volleyball program, which includes Varsity, Junior Varsity and Freshman teams
  - Monitors the progress of the Mercy Burlingame Volleyball program
  - In consultation with the Athletic Director, Manages the Volleyball budget, including all budgets of those who report to the Varsity Volleyball Coach
  - Performs other duties as assigned by the Assistant Head of School and Head of School.
Supervisory Responsibilities:

The Varsity Volleyball has direct supervisory responsibilities for the following: Junior Varsity Coaches, Freshman Volleyball Coaches.

Qualifications:

Experience and/or knowledge of the sport is required. Previous high school coaching experience is preferred.

Candidates must be available during after school hours. Off season meetings and duties are also required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, the person should have the following experience and/or education to perform the job successfully:

An individual must have related experience in a high school setting, or a combination of elementary and high school experience demonstrating competence in ... and/or other related areas of the job description. The individual must be knowledgeable of Catholic Church teachings and doctrines, within the context of the tradition and charism of the Sisters of Mercy, while providing a working atmosphere which fosters and promotes these values.

Education and/or Experience:

Successful candidate is required to possess:

- First/Aid/CPR certification
- TB test clearance
- Virtus certification
- Current drivers license
- Finger Print clearance
- NFHS coaching certification

Computer Skills:

To perform the job successfully, an individual should have a working knowledge of MS Word, Excel, Google Apps, and the ability to manipulate other software used by the school such as PowerSchool.

Physical Demands:
The physical demands described are representative of those that must be met by an individual to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the individual is regularly required to talk or hear. The individual is frequently required to walk; sit; use hands to finger, handle or feel, and reach with hands and arms. The individual is occasionally required to stand, stoop or kneel. The individual needs to move from the main school building to lower campus. Specific vision abilities required by this job include close and distance vision.

**Work Environment:**

The work environment characteristics described are representative of those an individual encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ali resume materials must be received by Feb.15, 2020
Send resume and cover letter to: jvogel@mercyhsb.com
If emailing, please use subject line "Head Varsity Volleyball Coach"