



Assistant Volleyball Coach

Reports to: Head Volleyball Coach & Director of Athletics

Job Classification: Exempt

Nazareth Prep's Mission

Nazareth Prep is an independent Catholic high school that provides a rigorous, internship-centered education focused on next generation skills for college and careers. Through a vibrant, challenging, and religious school life, Nazareth Prep students find their vocations and learn to transform their lives and the world as compassionate, creative, and critical thinkers, doers, and saints.

Job Summary: Position is responsible for assisting the Head Coach with organizing the volleyball program at Nazareth Prep. Position assists in coaching Nazareth Prep's volleyball program operating under PIAA, WPIAL or league rules and regulations. Assists with aspects of the program, which may include conducting practices, training and/or strength conditioning for athletic competition, motivating students, and instructing student athletes in game strategies and techniques. Receives instruction and developmental guidance from Head Coach or more senior coaching staff.

Please Note: *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

Essential Duties:

1. Assists the head coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
2. Organizes and directs individual and small group practice activities/exercises as directed by the head coach.
3. Assesses player's skills, monitors players during competition and practice, and keeps the head coach informed of the athletic performance of students.
4. Assists with determining game strategy.
5. Assists the head coach with supervising athletes during practices and competition.
6. Follows established procedures in the event of an athlete's injury.
7. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
8. Maintains the equipment room in orderly condition and assumes responsibility for its security.
9. Distributes equipment, supplies, and uniforms to students as directed by the head coach.
10. Assists the head coach with submitting a list of award winners at the end of the season.



11. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
12. Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
13. Models nondiscriminatory practices in all activities.

Other Duties:

1. Attends staff development meetings, clinics and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the Head Volleyball Coach, Director of Athletics, & Executive Vice President of Operations or other appropriate administrator.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications: Must meet PIAA Coach qualifications (Knowledge, Skills and/or Abilities Required). Some experience as an assistant Volleyball coach at the high school or college level preferred, but not required. Must possess effective coaching techniques and skills. Must possess some knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and student athletes.

Working Conditions & Physical Requirements: Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Head



Volleyball Coach, Director of Athletics &/or Executive Vice President of Operations or appropriate administrator. Nazareth Prep reserves the right to update, revise or change this job description and related duties at any time.

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be “Faithful Listeners” and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that “God is Found in Everyday Activities” we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe “Loving Relationships” means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer