

**West Seattle Reign Sports**

Seattle, WA

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CustomerService@WestSeattleReign.comwww.westseattlereign.com**Job Title:** Volleyball Assistant Program Coordinator**Job Classification:** Part-Time**Reports to:** Lead Program Coordinator and Club President**Work Schedule:** TBD by Club President

The Volleyball Assistant Program Manager at WS Reign plays a key role in supporting the success of the volleyball season. This individual will assist with season planning, manage the needs of coaches, teams, and parents, and cover the responsibilities of the Volleyball Program Manager during vacations or work trips as needed.

The Assistant Program Manager will work closely with the Club Director and Volleyball Program Manager to ensure smooth operations. The ideal candidate is highly organized, detail-oriented, and passionate about managing events, schedules, and time effectively.

General Description

The Volleyball Assistant Program Manager supervises and coordinates the Youth Volleyball Program using the basic philosophy adopted by West Seattle Reign Sports LLC. In addition to administrative duties, the assistant manager may also be expected to serve as Head Coach for a team.

The Head Coach role involves coaching student-athletes in game strategies, techniques, and sportsmanship to prepare them for competition. The Head Coach motivates athletes to develop an appreciation for volleyball, excel academically, stimulate personal growth, and improve their skills.

Qualifications

- **General and Project Management Experience:** Demonstrated ability to oversee operations, coordinate schedules, and manage multiple priorities effectively.
- **Provide Strategic, Effective, Inspiring Support:** Demonstrates the ability to manage complex operations and inspire participants, coaches, and parents.
- **Demonstrated Leadership Skills:** Proven leadership on and off the volleyball court.
- **Knowledge of Volleyball:** Familiarity with current volleyball rules, strategies, and player development techniques.
- **Strong Communication Skills:** Capable of effectively communicating with individuals with varying perspectives.
- **Conflict Resolution:** Skilled in managing conflicts to ensure productive outcomes.
- **Passion for Program Building:** Committed to developing a quality, reputable volleyball program.
- **Staff Management Experience:** Prior management experience is a plus.

Job Duties and Tasks**In-Service Training**

- Attend and assist in implementing all required training sessions for coaches and officials.
- Complete all training session requirements.

Program Oversight

- Assist with developing league play and tournament schedules for the season.
- Supervise tournaments and ensure smooth operations.
- Attend and supervise at least one team practice or game weekly to uphold coaching standards.
- Communicate effectively with parents and participants regarding program updates.
- Assist in recruiting head and assistant volleyball coaches.
- Help schedule and supervise referees for matches as needed.
- Oversee the distribution and collection of equipment, uniforms, and other materials.
- Resolve problems or concerns that arise during the program.
- Provide regular program updates to the Club Director.

Staff Meetings

- Attend bi-monthly coordinator meetings with the Club Director.

Evaluations

- Evaluate coaches and referees through written and oral discussions at the end of the season.
- Participate in a formal review of your performance with the Club Director.

Coaching Responsibilities

- Organize meetings for team prospects and encourage athlete participation.
- Assess player skills and assign team positions.
- Develop a regular practice schedule to focus on individual and team development.
- Work with the Program Manager to coordinate practice and competition schedules.
- Coach and instruct players on volleyball rules, techniques, and strategies.
- Observe practices and games to identify areas for improvement.
- Set game strategies that align with the team's capabilities.
- Model sportsmanship and maintain standards of athlete behavior.
- Monitor academic performance to ensure athlete eligibility and encourage academic growth.
- Follow state, regional, and club regulations regarding volleyball programs.

Other Duties

- Frequently lift up to 30 pounds or heavier equipment with assistance.
- Assist in setting up and dismantling equipment for practices and tournaments.
- Adhere to risk management procedures, including timely submission of safety reports.
- Attend professional development meetings, clinics, and workshops to improve coaching skills.
- Organize team fundraising activities in collaboration with the club.
- Perform additional duties as assigned by the Club Director or Volleyball Program Manager.

Working Conditions & Physical Requirements

- Ability to stand for extended periods; physical agility to bend, stoop, climb stairs, and reach overhead.
- Must lift up to 25 pounds to shoulder height and up to 50 pounds to waist height.
- Duties are performed in gym environments or outdoors on sand/grass volleyball courts.
- Travel may be required for tournaments or competitions locally, regionally, or nationally.
- Noise levels in the work environment range from moderate to loud.

This job description is subject to change based on the needs of West Seattle Reign Sports LLC.