



**West Seattle Reign Sports**  
1728 California Ave SW  
Seattle, WA  
Phone 206.717.3885  
[www.westseattlereign.com](http://www.westseattlereign.com)

**Job Title:** Assistant Club Volleyball Coach  
**Job Classification:** Part-Time  
**Reports to:** Club President  
**Work Schedule:** TBD by Club President

**General Description:**

Position is responsible for assisting the head coach with organizing the Volleyball program. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

**Qualifications**

Some experience as an assistant Volleyball coach at the club, high school, or college level preferred. 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 club administrators, parents, and students.

**Primary Responsibilities**

- Assists the Head Volleyball coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
- Organizes and directs individual and small group practice activities/exercises as directed by the Head Volleyball coach.
- Assesses player's skills, monitors players during competition and practice, and keeps the Head Volleyball coach informed of the athletic performance of students.
- Assists with determining game strategy.
- Assists the Head Volleyball coach with supervising athletes during practices and competition.
- Follows established procedures in the event of an athlete's injury.
- Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- Follows state, regional, and district regulations governing the athletic program.
- Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
- Maintains the equipment room in orderly condition and assumes responsibility for its security.
- Distributes equipment, supplies, and uniforms to students as directed by the Head Volleyball coach.
- Assists the Head Volleyball coach with submitting a list of award winners at the end of the season.
- Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
- Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
- Models nondiscriminatory practices in all activities.

**Other Duties:**

- Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
- Performs any other related duties as assigned by the club president or other appropriate administrator.

Initials: \_\_\_\_\_

**Working Conditions & Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Physical Qualifications:**

Must have the ability to 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.

Duties are normally performed in a gym environment or outdoors on a sand/grass court. Duties may be performed away from club.

Travel is required for some teams, this may include within the city, region or nationally as needed for tournaments and competitions.

The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** None

**Supervision Received:** Head Volleyball Coach & Club President

\*This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the club president or appropriate administrator. West Seattle Reign Sports reserves the right to update, revise or change this job description and related duties at any time.

I have read and understand this job description. My signature acknowledges that I can perform the essential functions of this position with or without reasonable accommodations.

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date