# Position Description

*All positions have a requirement to maintain tact, courtesy, respect, accuracy, and confidentiality.*

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| **Date:** | January 2026 | |
| **Position Title:** | Head Coach – Men & Women's Varsity Volleyball | |
| **Reports To:** | Athletics Director | |
| **Incumbent Name:** | | |

**Position Summary**

The RRC Polytech Students' Association (RRCSA) is independent from RRC Polytech. As a non-profit, non-partisan student organization, we look to hire passionate and caring individuals that want to help and support students and RRCSA staff at RRC Polytech.

Reporting to the Athletics Director, the Varsity Volleyball Head Coach is responsible for leading and managing all aspects of the varsity volleyball program in accordance with the policies and procedures of RRC Polytech Students' Association and applicable governing bodies, within student-governed, educationally focused athletics environment. The role includes coaching and athlete development, recruitment, program administration and fostering a culture of academic excellence, sportsmanship and competitive success aligned with the values and mission of the Students' Association.

The Head Coach provides inclusive and equitable leadership that supports student-athletes' academic, personal and athletic development while setting a clear strategic vision for the long-term success of the program. Working collaboratively with student-athletes and Students' Association leadership, the Head Coach manages program resources, represents the team within the campus and broader community, and exercises a high degree of independent judgement, professionalism and accountability grounded in respect, dignity and student-centered values.

**Key Roles & Responsibilities**

*Coaching & Student-Athlete Development*

- Lead the varsity volleyball program in a manner that reflects the values of the Students' Association and RRC Polytech.
- Establish and maintain an inclusive, safe and accessible team environment that promotes holistic development of student-athletes.
- Design and oversee training plans, practice structures and game strategies in collaboration with assistant coaches and Athletics Director.
- Promote teamwork, discipline, leadership and sportsmanship.
- Monitor and evaluate individual and team performance through statistics, observation and feedback.
- Work collaboratively with varsity athletics staff to ensure student-athlete eligibility and safe sport compliance.

- Ensure athlete health and safety in collaboration with athletic trainers and medical staff.

*Program Leadership & Administration*

- Develop, implement and evaluate a long-term strategic and sport development plan aligned with Students' Association priorities.
- Manage the varsity volleyball program in a transparent, efficient and fiscally responsible manner.
- Develop and oversee the program budget, ensuring financial sustainability in coordination with the Athletics Director.
- Supervise, mentor and evaluate assistant coaches, part-time staff, volunteers and program support personnel.
- Coordinate annual competitive schedules, training calendars, travel and facility needs.
- Ensure compliance with institutional, conference and governing body regulations.

*Recruitment*

- Identify, evaluate and recruit prospective student-athletes who meet academic and athletic standards.
- Support student-athlete retention and progression through graduation.
- Maintain accurate recruitment records and communication.

*Academic & Student Support*

- Promote academic success and monitor student-athlete academic progress.
- Collaborate with academic advisors and student services as needed.
- Serve as a mentor and positive role model for student-athletes.

*Community Engagement & Relationship Management*

- Represent the varsity volleyball program and Students' Association in a professional and positive manner.
- Foster positive relationships with campus partners, alumni and the broader volleyball community to enhance visibility and engagement.
- Support approved fundraising and promotional initiatives that contribute to the long-term sustainability of the program.
- Encourage and facilitate student-athlete involvement in community outreach, on-campus initiatives and promotional activities.

**Education & Experience**

- Undergraduate degree in related or equivalent field
- Performance Coach Certification is preferred.
- Minimum 3 years of relevant varsity-level coaching experience within a collegiate or post-secondary environment.
- Demonstrated knowledge of Manitoba sport delivery system and the national sport structure.
- Comprehensive understanding and demonstrated application of Safe Sport principles.
- Experience in program implementation, athlete development and team management is preferred.
- Proven experience in the recruitment evaluation and retention of student-athletes.
- Strong knowledge of coaching delivery methods and the psychological components of performance in a competitive sport environment.

- Intermediate to advanced knowledge of MS Office.
- Ability to speak, read, and write English fluently.

*Considered Assets or Preferred*

- *Experience working within a Student Association*
- *First Aid and CPR certification*

**Skills & Attributes**

- Proven leadership, communication and interpersonal skills.
- Demonstrated ability to plan, implement and evaluate seasonal training and competition plans.
- Strong organizational, administrative and time management skills.
- Ability to work collaboratively with organizational stakeholders.
- Demonstrated commitment to student-athlete academic success, health, safety and well-being.
- Professional, ethical and inclusive coaching aligned with organizational values.

**Working Conditions**

- Ability to work evenings, weekends and travel as required
- Must have valid Respect in Sport (RIS) certification
- Holds NCCP (National Coaching Certification Program) certification appropriate to the sport.
- Must hold a valid Manitoba Class 5 Drivers License
- Clear Criminal Record Check
- Satisfactory Vulnerable Sector Screening will be required
- An honorarium is offered to support participation in this role.