

## **Muncie Burris**

Title: Assistant Middle School Coach

Education Requirements: Minimum two years of College education required, with a teaching license preferred.

Coaching Requirements: Minimum two years of coaching experience or collegiate/professional playing experience.

### **Annual Duties:**

1. Administrative Duties
  - a. Maintain communication with Athletic Director
  - b. Maintain knowledge of all state association rules
2. Community Relations
  - a. Parents (pre-season meeting)
  - b. Fundraising
3. Maintain Modern Teaching and Coaching Techniques
  - a. Complete free mandatory coaching courses online
  - b. Clinic attendance
  - c. Professional growth

### **Pre-Season & Post Season Duties**

1. Equipment
  - a. Maintaining equipment
  - b. Issue Equipment
  - c. Equipment return
  - d. Equipment Inventory
2. Organization
  - a. Season goals and expectations
  - b. Off-season programs
  - c. Meeting with athletes
3. Evaluations
  - a. Self-evaluation
  - b. Evaluate assistants
  - c. Program evaluation
  - d. Meet with Athletic Director

### **In Season Responsibilities:**

1. Athletic Contest Management
  - a. Pre-game responsibility
    - i. Secure scorebook volunteer for all Volleyball matches.
  - b. In-game responsibility
  - c. Post-game responsibility
    - i. Do not leave until all athletes have been picked up.
2. Practice Planning and Organization
  - a. Physical examinations and code of conduct
  - b. Emergency cards and waiver forms
  - c. Assistant coaches
  - d. Division of duties and responsibilities
3. Statistics and Records
  - a. Rosters
  - b. Eligibility
  - c. Individual and team statistics
  - d. Individual and team records

**Desired Coaching Qualities:**

1. Attitude
 

<ol style="list-style-type: none"> <li>a. Personal</li> <li>b. Team</li> <li>c. Leadership</li> <li>d. Enthusiasm</li> </ol>	<ol style="list-style-type: none"> <li>e. Crisis management</li> <li>f. Cooperation with faculty and staff</li> <li>g. Cooperation with other coaches</li> <li>h. Cooperation with other programs</li> </ol>
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2. Controlling Behavior
 

<ol style="list-style-type: none"> <li>a. Example setting</li> <li>b. Team discipline</li> <li>c. Goal setting</li> <li>d. Loyalty</li> </ol>	<ol style="list-style-type: none"> <li>e. Training rules</li> <li>f. Motivation</li> <li>g. Personality differences</li> <li>h. Dealing with parents</li> </ol>
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3. Attendance
  - a. Athletes
  - b. Assistant coaches
  - c. Head coach
4. Program Evaluation and Improvement
  - a. Analysis
  - b. Goal setting
  - c. Vision
  - d. Follow-through

All Interested applicants should submit cover letter and resume with coaching philosophy to [crwlodarek@bsu.edu](mailto:crwlodarek@bsu.edu) Chad Wlodarek Muncie Burriss Athletic Director.