



# Buckley Community Schools

## Buckley Community Schools

### JOB POSTING

July 1, 2021

Buckley Community Schools is accepting applications for the following position:

#### **Junior High Girls Volleyball Coach**

1. Type of work — Coaching JH Volleyball season
2. Location of work — Buckley Community Schools
3. Starting date — Fall season
4. Rate of pay — To be determined upon past experience
5. Hours to be worked — Practice and games per schedule
6. Classification — Coach
7. Minimum requirements — Volleyball coaching experience preferred
8. Ending date for applications — Applications will be accepted until the position is filled

Please send letter of application and résumé to: [heathercade@buckleschools.com](mailto:heathercade@buckleschools.com)

Mrs. Heather Cade, Athletic Director  
Buckley Community Schools  
305 S. First St.  
Buckley, Michigan 49620

305 S. First St. | Buckley, Michigan 49620-0038 | P (231) 269-3325 | F (231) 269-3833

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## Job Description

**Position: Junior High Girls Volleyball Coach for 2021-22 Fall Season**  
Servicing Buckley Community Schools

## Requirements:

- Minimum High School Diploma
- High moral character, integrity and strong interpersonal communication skills
- Knowledge in the rules and fundamentals required of the sport
- Organizational skills
- Previous coaching experience in designated sport
- Demonstrated ability to work with high school students
- Ability to cooperate with others to plan practice times
- Demonstrated ability to work well with others, e.g. coaches, parents, school administration.
- Ability to follow BCS and MHSAA procedures, policies and guidelines.
- Demonstrated strong communication and interpersonal skills.
- Must meet criminal history background requirements
- Promotes the program
- Works under the Varsity Coach and follows program plans

## Essential Job Functions:

- Regular communication with Athletic Director
- Develops and organizes practices
- Maintains professional growth through attendance of coaching clinics and conferences
- Instructs and demonstrates basketball rules and techniques

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- Assists the Athletic Director and Varsity Coach in schedule and making travel arrangements
- Acts as a liaison person in relating the district program to the staff, administration, community and local media
- Interact with co-workers, administration, students, parents, and the community in a positive, supportive, and cooperative ways.
- Performs other related duties, including special projects, as required or requested, consistent with reasonable expectations for the contracted position.
- Supervision of all practices, scrimmages, games, non-season schedule and during bus rides.
- Supports the entire Athletic Program.

**Application Procedure:** Letter of Interest and Resume must be sent to Heather Cade, Athletic Director @ [hcade@buckleschools.com](mailto:hcade@buckleschools.com)

**Application Timeline:** Until Filled

