The NCAA Division III Women’s Volleyball Committee is requesting applications from interested individuals to serve as the NCAA Division III Women’s Volleyball Coordinator of Officials. The position of coordinator of officials is the NCAA’s continued commitment to improving the overall quality and consistency of officiating in Division III women’s volleyball. The coordinator will help promote better communication among officials, coaches and the NCAA, and help provide consistency in the interpretation of NCAA women’s volleyball rules and officiating mechanics. Additionally, the coordinator will assist the Division III Women’s Volleyball Committee in the identification, selection and confirmation of officials for the NCAA Division III Women’s Volleyball Championship. This is a one-year term, renewable annually, beginning September 1, 2020.

**Duties, Expectations and Responsibilities**

**Regular Season**

a. Work with NCAA staff and the national coordinator of officials on key issues for women’s volleyball officiating (e.g., recruitment, training, education and retention).

b. Develop strong working relationships with and serve as a resource for Division III constituents (officials, conference coordinators of officials, committee members, coaches, administrators and conference commissioners).

c. Work collaboratively with the NCAA women’s volleyball secretary-rules editor and NCAA playing rules staff to ensure good communication as rules, interpretations and mechanics of the sport are reviewed and developed.

d. Throughout the season, work closely with Division III conference coordinators of officials to ensure the most consistent and effective teaching and communication methods are used in developing a qualified pool of officials.

e. Develop annual and long-term officiating improvement plans.

f. Maintain a regional and national database of officials.

g. Develop a method to evaluate the performance of officials during the regular season and throughout the championship.

h. Provide an annual written report to the NCAA Division III Women’s Volleyball Committee, NCAA staff and the national coordinator of officials for women’s volleyball.

i. Participate in the Division III Women’s Volleyball Committee’s annual meeting (February) via videoconference/teleconference.

j. Attend the summit for NCAA national officiating coordinators (as scheduled).

k. Work with NCAA staff to annually update officiating policies and develop a manual for championship officials.

l. Perform other duties as assigned by NCAA staff and/or the NCAA Division III Women’s Volleyball Committee.

**Championship**

a. Manage the recommendations of officials for postseason assignments.

b. Submit recommendations of officials for all rounds of the championship to the Division III Women’s Volleyball Committee for approval and communicate with officials to confirm their selection.

c. Monitor whether officials selected to work postseason have met all eligibility requirements (e.g., minimum online test score, in-person attendance at a rules clinic, viewing of all Volleycasts, passing a criminal background check, etc.).
d. Once regional sites are confirmed, communicate assignments to officials and hosts.

e. Identify replacement officials as needed and communicate with conference coordinators for Divisions I, II and III to confirm the availability of officials to work the Division III Women’s Volleyball Championship.

f. Designate a head official for each regional site.

g. Conduct a teleconference with all head officials and/or all confirmed officials before the regional tournaments.

h. Communicate travel arrangements, match and meeting times, and lodging arrangements (if necessary) for officials at the championship final site.

i. Serve as the head of officials at the championship final site and assign and evaluate the officials.

**Requirements**

- Bachelor’s degree.
- Strong written and verbal communication skills.
- Strong leadership skills.
- Strong administrative and organizational skills.
- Ability to use computer technology as a means of education, including but not limited to: Microsoft Word, Excel and PowerPoint.
- Ability to relate effectively with officials, coaches and administrators on a national level.
- Shall not be an active NCAA coach, Division III official or Division III conference coordinator/assignor.
- Extensive knowledge of NCAA women’s volleyball rules and current officiating mechanics and techniques.
- Experience as a volleyball official and as an evaluator of officiating talent.
- Demonstrated ability to work with a diverse group of individuals.
- Accountable, self-starter, able to complete tasks with minimal oversight, responsive and comfortable communicating via email and text.

**Application Process:** Please email a letter of application outlining your experience as it relates to volleyball officiating and why you should be considered for the position, a resume and three references not later than **Friday, June 12, 2020** to:

Jan Gentry  
Associate Director, Championships and Alliances  
NCAA  
Email: jgentry@ncaa.org  
Office: 317-917-6626