

## Recruiting Coordinator - Job Description

### Position Summary:

The primary goal of this position is to help any athlete in our organization explore and find the right opportunity to further their education as well as compete at the collegiate level.

### Job Duties and Responsibilities:

- This role will provide parent and player education on the recruiting process along with assisting each family in finding the best academic and athletic fit for their athlete.
- Open for answering questions from all Attack Volleyball club members via a monthly zoom call and provide access to any posted resources on rules and regulations set for all the college coaches based on their division.
- Serve as the point person for the club to have college coaches contact them regarding the recruitment of Attack Volleyball athletes.
- Will contact college coaches about the interest of specific athletes in their program and serve as the liaison between both the college coach and the prospective Attack Volleyball student-athlete.
- Work directly with the players/parents of the 15's-18's age group. Assist in creating a player profile sheet that will link to their bio on the Attack Volleyball team page.
- Create a shared file for each player/parent that will outline a checklist of tasks to help stay on track and systematically work through the recruiting process.
- Work with the player/parent on creating a 60-90 second highlight video to upload to YouTube for their profile and to email out for college coaches.
- Educate the player/parent about filtering through the size, location, educational interest, the conference, and level of play so their player can narrow down their search and focus on the most captive market.
- Is a recruiting resource for all Attack Volleyball club members.

### Position Requirements

- High School Diploma or GED
- Experience playing, coaching, and/or recruiting for volleyball.

*Attack Volleyball Club, Inc is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.*

**If interested please call Pam Campbell at 312-806-7387.**