

## INTERNAL / EXTERNAL JOB POSTING

Wednesday, April 17, 2019

**Position:**

- **Head Varsity Boys Soccer Coach**

**Position Summary:**

The Head Varsity Boys Soccer Coach is directly responsible for the planning, implementing, and evaluation of the soccer program from sub-varsity level to varsity. The head coach will work towards helping each participant achieve a higher skill level, an appreciation for the values of discipline, good sportsmanship, teamwork, academic achievement, and increased self-esteem. The head coach is responsible for planning, organizing, and carrying out the objectives of the total school athletic program, which includes 6-12 soccer programs.

**Qualifications and Skills:**

- Head Varsity Soccer coaching experience preferred
- Excellent communication skills with students, parents and community
- Ability to develop a program that demonstrates pride in its school, leadership, and sportsmanship on and off the field.
- Flexible time commitment
- Demonstrate the ability to build relationships with all stakeholders (i.e., students, parents, faculty administrators, and community)
- CPR/First Aid Certification is preferred

**Compensation:**

- Commensurate with experience

**Start Date:**

- Immediately, as available

**Application Deadline:**

- Friday, May 10<sup>th</sup>, 2019 or until filled

**Application Process:**

- Internal/External Candidates:  
Submit a cover letter, resume and three references to Chris Abid – Athletic Director – cabid@hackettcp.org

## Head Varsity Boys Soccer Coach Job Description

Position Title: **Head Varsity Boys Soccer Coach**  
Department: Athletics  
Reports to: Athletic Director  
Prepared by: Athletic Director  
Adopted: April, 2019

### POSITION SUMMARY:

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### ESSENTIAL DUTIES and RESPONSIBILITIES

The following statement of duties and responsibilities is intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, and frequency may vary based on assignment.

- Works closely with the athletic director.
- Understands and maintains the standard of the Hackett Catholic Prep athletic handbook.
- Provides leadership that develops and promotes a unified athletic philosophy.
- Demonstrates proper sportsmanship and respect for players, officials, opponents, fans, and other coaches.
- Maintain good public relations with media, boosters, parents, officials, players, fans, etc.
- Establishes and maintains cooperative working relationships with students, parents, staff, and school administration.
- Serves as a positive role model for students, coaching staff, and the community.
- Demonstrates knowledge of and ability to implement effective coaching theory, strategies, and techniques appropriate for high school athletes.

- Ability to motivate student athletes to participate and sustain their interests in the program.
- Works effectively with student athletes of varying abilities, socio-economic, and cultural backgrounds to instill commitment, discipline, and teamwork.
- Develops the coaching staff within the program.
- Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- Is an integral part of the youth program.
- Plans and schedules a regular program of practice in season.
- Oversees the safety conditions of the facility/area in which assigned sport is conducted at all times.
- Maintains accurate statistics, records and results of the season.
- Enforces discipline and sportsmanlike behavior at all times.
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques and general information about all aspects of the sport.
- Establishes performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
- Adheres to a highly efficient and technically sound program of injury prevention and follow up.
- Assumes responsibility for inventory, selection and care of equipment.
- Recommends purchase of equipment, supplies and uniforms.
- Maintains necessary attendance forms, medical records and similar paperwork.
- Develops a consistent and positive public communications procedure through the school, traditional media, and social media to inform the parents and the general public about the athletic program.
- Conducts a parent meeting prior to the start of each season.
- Organizes a team banquet at the end of each season.
- Builds and sustains a successful program that is widely supported and respected by Hackett Catholic Prep and community at large.
- Completes other duties as assigned by the Athletic Director, Principal, Superintendent or his/her designee.

### **SUPERVISORY RESPONSIBILITIES**

This job is responsible for directly supervising the behavior and safety of students while in an athletic setting. Act as a resource for fellow coaches, parents and students by ensuring a safe and nurturing environment for the student-athletes and by providing information regarding student-athletes well-being, behavior and progress as needed. Must advise, coordinate and support a staff of assistant coaches and student assistants.

**EDUCATION and/or EXPERIENCE**

- This position requires a high school diploma or general education degree (G.E.D.).
- Must be at least 21 years of age.
- Bachelor's degree or higher from an accredited institution is preferred.

**LICENSES, CERTIFICATES, REGISTRATIONS**

- Valid driver's license preferred.
- CPR/First Aid Certification is preferred
- VIRTUS Training required.

**KNOWLEDGE, SKILLS, and ABILITIES**

- Have a belief in scholastic sports and a concern for student-athletes.
- Possess experience in terms of knowledge, skills, and abilities in the designated sports areas.
- Possess a high level of interpersonal skills such as discretion, courtesy, integrity and flexibility to establish and maintain effective and positive relationships with administrators, peers, students, student-athletes, community members, constituent districts, and the general public.
- Ability to be sensitive to and demonstrate respect for a diverse population.
- Ability to handle and maintain sensitive and confidential information in an appropriate manner in all aspects of the position.
- Ability to organize, prioritize and work independently and collaboratively producing quality work in a timely manner.
- Ability to maintain a clean, neat, and orderly self-appearance at all times.
- Ability to maintain a reliable attendance record.
- Ability to write reports, general correspondence and directed correspondence.
- Ability to effectively present information and respond to inquiries or complaints from students and/or parents.
- Possess excellent English written and oral communication skills, especially in regard to vocabulary and grammar.
- Ability to utilize technology as a tool and resource.
- Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration.
- Ability to establish and maintain effective working relationships with student, staff and community.
- Ability to report job related problems and concerns using appropriate channels in the appropriate order.

- Serve as a role model for students in how to conduct themselves as citizens and as responsible human beings.
- Ability to administer basic first aid, investigate medical concerns, and assist in the implementation of proper blood borne pathogen clean-up procedures.

#### **PHYSICAL DEMANDS**

- Ability to talk or hear, stand, walk, or sit for extended periods with ability to occasionally reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl.
- Ability to frequently lift and/or move up to 15 pounds with ability to occasionally lift and/or move up to 50 pounds.

#### **WORK ENVIRONMENT**

- Frequent interaction with staff, children, parents, vendors, and other community members and/or organizations.
- Occasional duties to be performed outside in a variety of Michigan weather conditions.
- Majority of work will be conducted outdoors. Adverse weather conditions such as excessive heat/cold or rain/snow may be part of the work environment.