



JOB DESCRIPTION

Position Title	Athletic Head Coach – Girls Tennis Coach
FLSA Classification	Exempt
Reports To	Athletic Director
Effective Date	11/01/2023

Position Summary

Use technical expertise to coach and is responsible for managerial oversight of assigned athletic sport or club. Support, uphold, and model the philosophy of Catholic education and the mission of the school.

Essential Job Functions

Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform these essential functions; duties / responsibilities may change at any time with or without notice.

Athletic Program Management

- Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.
- Upholds policies of Reitz Memorial High School (RMHS) and follows administrative procedures.
- Promotes a professional image of RMHS. Encourages community partnerships that enhance school programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquires to administrative staff.
- Reviews procedures and schedules before the start of the season. Consults with the athletic director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g. rules interpretation, safety clinics, etc)
- Monitors innovations, evaluates activities and recommends program improvements
- Coordinates the development of off-season activities (e.g. summer training, clinics, open facilities, etc)
- Helps parents and students understand program objectives. Explains student responsibilities.
- Encourages student involvement in program activities. Verifies medical/scholastic eligibility.
- Promotes academic success as an important priority for all students.
- Organizes team tryouts. Maintains the integrity of the selection process.
- Organizes and supervises practice sessions. Coordinates activities with the school calendar.
- Ensures that all athletes receive appropriate instruction, support, and opportunities to participate.

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- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Ensures that all required medical authorization forms are on file and readily available. Documents all injuries that require treatment.
- Evaluates individual/team performance. Prepares statistics. develops/refines game strategies.
- Recruits, trains, and supervises student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games when requested .
- Uphold the student conduct code. Models behavior that demonstrates respect for rules, officials, and opponents.
- Arranges transportation and accompanies the team to sanctioned athletic events. Obtains permission to be away when duties conflict with other assigned duties.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Supervises approved fund-raising projects. Works with the athletic director to ensure that all financial activities are processed through the RMHS Business Office.
- Supervises collection, verification, and recording of program information as directed.
- Participates in staff meetings, conferences, and other required school activities
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities, athletic director, principal and president as required by law.
- Performs other specific job-related duties as directed

Competencies / Skills

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.

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- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

Qualifying Work Experience

- Previous head coaching experience preferred
- Demonstrated leadership skills
- Demonstrated administrative skills

Required Education and Licensures

- Clean background check
- Safe Environment Training (provided by RMHS)

Work Environment

- Work is generally performed in a variety of environments, including but not limited to indoor gyms, outdoor athletic fields, weight room, locker rooms, office space, etc.
- Visits to outdoor fields and facilities are required and may be frequent.

Physical Requirements

- Ability to perform work while sitting at a desk, standing and walking and ability to interface with computers for extended periods of time.
- Ability to perform work in a variety of outdoor environments dependent on weather. Ability to work in both hot and cold environments.
- Ability to walk and ascend and descend stairs and bleachers in a safe manner.
- Ability to perform lifting, carrying weight up to 50 pounds.
- Ability to hear, and to speak clearly and distinctly when communicating and adequate visual acuity to perform duties.

To apply please send your resume and cover letter to mattweber@evdio.org.

Application Packets can be downloaded from the Diocese of Evansville website.

Non Certified Application

<https://www.evdio.org/non-certified-employee-application-instructions.html>

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