

Job Description: Athletic Coach

REPORTS TO: Athletic Director

PURPOSE: Coaches at Veritas Academy play a vital role in helping students develop relevant sport-specific skills and in fostering an environment in which Christian character is demonstrated and encouraged so that students can grow physically and spiritually, both individually and as a team.

DUTIES/RESPONSIBILITIES:

1. Makes sure that the team has adequate practice time **by** working with the athletic director before the season begins to develop a practice schedule **resulting in** a team that is well prepared while respecting family time and time for players to have a full life.
2. Runs orderly practices **by** encouraging development in three basic areas: conditioning/fitness, Christian character and maturity, and skills **resulting in** players that are growing in ability and are well prepared for games.
3. Insures that teams have adequate equipment **resulting in** the respectful use of equipment **by:**
 - a. keeping track of equipment and encouraging the students to be good stewards of both equipment and facilities.
 - b. Making sure that uniforms are returned at the end of each season (uniforms are to be washed and counted), reporting to the athletic director students who do not return uniforms in a timely fashion.
 - c. Working with the athletic director to insure that students have the necessary equipment to participate on the team.
4. Maintains team discipline **by** requiring respect for coaches, teammates, opponents, fans, and officials, and reporting all serious disciplinary issues that happen in the context of athletics to the athletic director.
5. Communicates any changes in practice or game schedules to parents and the athletic director by email, or, in the case of last minute changes, by phone/text message.
6. Keeps records in a scorebook **resulting in** adequate records of each game being kept **by:**
 - a. Making sure that a volunteer is lined up to keep book at each event.
 - b. Reporting of game-scores (to be reported to the athletic director).
 - c. Passing the completed book to the athletic director at the end of the year.
7. Makes sure that athletics facilities are well kept **resulting in** good relations with those whose facilities we use **by:**
 - a. (When last out of any athletic facility), the coach will make certain that the facilities are clean and that all doors that need to be locked are locked, lights are off, equipment is returned to storage areas, and things are left generally tidy.

- b. Enforcing the rules set forth for the facility at which the team is practicing.
- 8. Praises excellent effort **by** working with the athletic director to determine awards to be presented at the athletic banquet **resulting in** excellent play and behavior being recognized.
- 9. Varsity coaches will be expected to set the tone and direction for a sport by developing skills, goals, and habits that will prepare teams for a higher level of competition. Middle School coaches will be expected to challenge young players while developing an interest in and love for the sport, as well as working with Varsity coaches to help prepare younger athletes to compete at the next level.

QUALIFICATIONS:

- 1. Works well with people—particularly parents and students of the age he is coaching.
- 2. Has exemplary Christian character as a man or woman to whom parents will be willing to entrust their children.
- 3. Has a schedule that allows him or her to be present at every game (with reasonable exceptions).
- 4. Has adequate means of transportation to all practices, games, and athletic events.
- 5. Has the ability to teach the sport, to discipline, and to manage personalities in a firm yet prudent manner.
 - a. Varsity coaches should have experience playing a sport and, ideally, experience coaching that sport. They should be capable of teaching skills at an advanced level and directing the play of their team to a competitive level.
 - b. Middle School coaches should have experience playing a sport, or at least experience as an athlete with the time and willingness to learn to coach a new sport. They should be dedicated to seeing the skills of the players improve throughout the season.
- 6. Must be able and willing to work cordially with faculty, staff, parents, players, administration, and students.
- 7. Personal profession of faith in Jesus Christ
- 8. Successful completion and meeting all mandated state and athletic association clearances and trainings
- 9. Ability to respond to emails and text messages
- 10. Strong desire to advance personal knowledge and skills through professional development
- 11. Should be able to lift comfortably at least 50 lbs
- 12. Must subscribe to and be in agreement with Veritas Academy's *Statement of Faith, Core Values, Philosophy of Education, Mission and Vision Statements, Statement of Human Life, Statement on Marriage, Gender, and Sexuality, and Employee Code of Conduct*

SUPERVISORY RESPONSIBILITIES: Coaches typically do not have anyone directly reporting to them, but will manage adult and student volunteers as needed.

WORK ENVIRONMENT/DYNAMICS: Coaches must be able to work in various venues both on and off campus with little direct supervision.

WORK YEAR: This position is a part-time position with significantly reduced hours in the off-season.

SCHEDULE FOR EVALUATION: Coaches will be evaluated annually by the Athletic Director.

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum. I understand that I will be evaluated based on my performance of these duties and responsibilities.

Employee Signature

Date