

ARCHDIOCESE OF INDIANAPOLIS

JOB DESCRIPTION

Head Coach

I. IDENTIFYING INFORMATION

Position Title: Head Coach Girls Flag Football

Location: Our Lady of Providence High School

Status: Seasonal

FLSA: Non-Exempt

Reports to: Ted Leasor

Supervises: Assistant coaches, volunteers, and student athletes

II. PRIMARY FUNCTIONS

Head coaches are responsible to the Athletic Director and ultimately to the principal in providing a safe, organized, and quality athletic team experience as set forth by the IHSAA and Our Lady of Providence Junior/Senior High School.

III. POSITION CONTENT

A. ESSENTIAL FUNCTIONS

1. Directs and oversees their entire program in a professional manner in accordance to the mission and vision of Providence Jr./Sr. High School
2. Strives to develop and maintain a comprehensive program that seeks the highest development of all participants and one that respects the individual dignity of every athlete in the program
3. Organizes, directs, and promotes a program that is in balance with and contributes to the total school and athletic programs
4. Fulfills professional responsibilities with honesty and integrity and upholds the honor of the coaching profession in all relations with students, other coaches, administrators, and the general public
5. Seeks to improve the professional status and effectiveness of coaching by keeping abreast of the latest techniques and ideas in the sport.
6. Coach participants in the skills, fundamentals, and strategies necessary for the individual(s) and team to reach their optimum capabilities unique to flag football
7. Is directly responsible to the athletic director, and ultimately to the principal, in regards to procedural and programmatic matters involved with the sport
8. Complies with all school, Archdiocesan, and IHSAA guidelines
9. Responsible for following the school's budget and financial procedures and follows proper P.O. system in the purchase of equipment, supplies, and allocating funds for transportation, meals, and officials
10. Works with the athletic director on home game management and procedures, securing proper transportation to and from contests, and game schedules
11. Is aware of and follows proper safety procedures in practices, contests, and conditioning. Makes sure athletes are properly supervised at all times.
12. Along with the assistant coach(es), is expected to perform general training procedures, such as taping, etc. Refers severe injuries to the trainer for treatment. Refers injury to office for insurance purposes.
13. Establishes expectations and enforces a well-defined code of conduct/discipline for participants, and makes the participants and the athletic director aware of these prior to the season
14. Provides parents with expectations, on-going communication, positive rapport, and scheduling needs
15. Is committed to high standards of ethics, sportsmanship, and personal conduct on the part of the head coach, assistant coaches, and the athletes representing Providence.
16. Works cooperatively with the athletic director and principal in the hiring of assistant coaches

17. Builds a good working relationship with the assistant coaches and communicates all expectations and responsibilities prior to the season
18. Responsible for issuing, maintaining, collecting, and storing all equipment used in the program and for keeping accurate records of that sport's inventory.
19. Takes a visible interest in Providence and deanery athletic programs and coaches.
20. Works with the athletic director for organizing, staffing, and directing any grade school camps or clinics deemed beneficial to the program
21. Works with the athletic director in organizing an awards program/banquet and other activities to enrich the experience for the student athletics
22. Works with the athletic director in scheduling the use of facilities for practices, conditioning programs, and other activities related to the program
23. Engages in the total school program and not just his/her particular area

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Good organization and planning skills
2. Ability to teach and develop fundamental skills within flag football
3. Ability to communicate effectively with people face to face
4. Ability to respond effectively to sensitive inquiries or concerns
5. Ability to handle multiple projects and priorities simultaneously
6. Willingness to foster the Church's mission

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
2. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
3. Background screening required

V. WORKING ENVIRONMENT

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Required to work nights and weekends
2. Ability to climb, kneel, stoop, crouch, or balance regularly as required by the job
3. Exposure to outdoor weather conditions
4. Required to manage high to moderate levels of stress
5. Ability to work in an environment with loud noise
6. Ability to be a reasonable distance from water and restroom facilities

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____