



## Job Profile

Job Title:	Varsity Tennis Assistant Coach
Department:	Athletics
Reports to:	Athletic Director
Date:	1/31/24

### Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input type="checkbox"/>	Part-time <input checked="" type="checkbox"/>

### General Summary

*What is the primary purpose of this position?*

The role of the Varsity Tennis Assistant Coach is to be responsible for supporting the Head Coach through training and competitions as well as in implementing program goals and objectives. The position is often responsible for strengthening athletes' fundamental knowledge of the sport and introducing advanced concepts. All coaches are responsible for creating and nurturing a physically, and emotionally safe environment for their athletes. In addition, the Varsity Tennis Assistant Coach will be responsible for character development and providing direction to student-athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship, and teamwork in tennis. The person in this role is required to interact thoughtfully and respectfully with student-athletes, fellow coaches, staff, parents, and community as well as follow the mission of the school. This is an occasional, part-time, hourly position.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

**All areas of responsibility must be operated consistent with the Catholic mission of the school.**

1. Follow and uphold the policies and mission statement of the St. Francis Athletics Department, the Sierra Foothill League, the CIF Sac-Joaquin Section, the California Interscholastic Federation (CIF), and the National Federation of State High School Associations (NFHS).
2. Under the direction of the Head Coach, assist in the planning, organizing, and direction of all facets of the St. Francis Tennis program including practices, competitions, ceremonies, and post-season awards banquet.
3. Under the direction of the Head Coach, instruct and demonstrate skill sets and techniques necessary for individual and team development for all levels of the program.
4. Support the Head Coach in ensuring team rules and regulations regarding the conduct of the athletes are clearly communicated and followed.
5. Under the direction of the Head Coach, assist in facilitating informational parent meetings at the beginning of the season for all levels.



## Job Profile

6. Contribute and uphold a safe environment conducive to learning and appropriate for the physical, social, and emotional development of students.
7. Model good sportsmanship behavior and maintain appropriate conduct towards opposing teams, fans, parents, officials, spectators, and the community.
8. Implement positive communication strategies, organizational skills, and safety.
9. Successfully foster and support an inclusive educational environment.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills if any.*

#### Education:

Some college or equivalent experience required.

#### Job experience:

Coaching experience at the scholastic, collegiate, or club preferred, 1 year or more as an athletics coach.

#### Technical/Functional skills:

1. Strong teamwork and team-building skills.
2. Design game plans, practice plans, and assign positions.
3. Understand aspects of health, nutrition, exercise science, and physical education, particularly as they relate to the adolescent, female athlete.
4. Strong organization and administration skills.
5. Ability to effectively communicate verbally and in writing.
6. Strong listening skills.
7. Ability to prepare and condition athletes both physically and mentally.
8. Demonstrated mentoring and motivating skills, encouraging student empowerment and academic success.
9. Ability to work and contribute to an environment of mutual respect and collegiality.
10. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.

#### Other Requirements:

- Other duties may be required as needed.



## Job Profile

Employee Signature:

Date:

--

Supervisor Signature:

Date:

--

HR Signature:

Date:

--