

River Hills Christian Academy Athletic Coach

Description: The Athletic Coach is responsible for developing, overseeing, and coordinating all aspects of PE class and athletic activities. These responsibilities include developing and managing the department's budget, teaching PE and Athletic classes during the school day, recruiting volunteer coaches, managing the schedule, promoting athletic activities and events, and tracking team progress.

To be a successful Athletic Coach, you should be dedicated, detail-oriented, and meticulous in your work. You should be passionate about the athletics department and helping your athletes reach their full potential.

The Athletic Coach reports to the Head of School.

Personal Qualifications:

1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotions and prayer.
3. Show in his/her life the joy of the Christian life.
4. Follow the Matthew 18 Principle in dealing with student-athletes, coaches, faculty, parents and administration.
5. Motivate students to accept God's gift of salvation and to grow in their faith.
6. Possess the ability to work gracefully with parents, student-athletes, volunteers, and other school staff to develop a unified and successful athletic program.
7. Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
8. Have experience or educational training in the area of athletics, administration and/or athletic administration.

Primary Duties and Responsibilities:

1. Develop, manage, and supervise developmentally appropriate PE and athletic programs in line with the school's overall educational mission and goals and accessible to all students.
2. Plan lessons and teach PE classes to 1st-3rd grades and Athletic classes to 4th grade and older students.
3. Work with Head of School and Athletics Task Force to continue to innovate and develop a strategic vision for athletics at RHCA.
4. Coordinate with Athletic League leadership to ensure participation in appropriate sporting events.
5. Represent RHCA in league and athletic associations.
6. Schedule all practices for athletics teams that fall outside of the regular athletics class period.
7. Ensure that all volunteer coaching positions are filled with competent and properly trained volunteer coaches.
8. Train, supervise and develop all volunteer coaches.
9. Implement the annual athletic budget.
10. Oversee the ordering, distribution, collection, storage, upkeep, and replacement of all school athletic uniforms and equipment.
11. Ensure that athletic facilities are prepared for hosting athletic contests.
12. Communicate with both students and parents regarding appropriate expectations for each level of competition.
13. Ensure that all athletic equipment and facilities are safe for daily use.
14. Report athletic achievements for both individuals and teams to the community through Facebook, school website and quarterly newsletter.
15. Maintain accurate records of team and individual athletic statistics and accomplishments.
16. Organize parent meetings at the beginning of each season to review expectations, guidelines, and rules of play.
17. Coordinate transportation for all away athletic contests.

18. Secure the necessary number of qualified officials for each home contest.
19. Review and revise the Athletics handbooks annually.
20. Distribute Parent-Student Handbook to team parents each season.
21. Work with Athletics Task Force to ensure that approved team spirit wear is available.
22. Update athletic website pages with schedules, location, and results of all games.
23. Ensure that all student-athletes have turned in required forms/paperwork as required by RHCA and the current athletic league.
24. Perform other duties as determined by the Head of School.

Minimum Qualifications

- Bachelor's degree, ideally in physical education or a related field, or working towards a degree in a related field.
- At least two years of relevant experience in an athletics-related role.
- Experience teaching and coaching different sports as well as different levels (elementary, middle school, high school).
- Successful background working with student athletes and coaches.
- Outstanding interpersonal and communication skills, with a professional and empathetic approach.
- Willingness to be part of a collaborative environment and work closely with colleagues and parents.
- Strong organizational skills and attention to detail.
- Capacity to meet the physical demands of the role.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor.