



EXTERNAL JOB POSTING

May 2025

Position: Head Coach – Boys Tennis

Job Summary/Description:

Kalamazoo Hackett Catholic Prep High School has an immediate opening for Head Coach of our Boys Tennis program. Hackett Catholic Prep (HCP) is a proud member of the Michigan High School Athletic Association (MHSAA) and competes in the Southwestern Athletic Conference/Lakeland Boys Tennis Conference. HCP takes pride in student-athlete participation and in helping our students grow in faith, academically and as teammates. The successful candidate is responsible for all aspects of the tennis program. The Varsity Head Coach must demonstrate strong leadership in player development, sportsmanship, integrity and character. Qualified candidates should possess strong communication and organizational skills and demonstrate knowledge of MHSAA rules and regulations regarding high school tennis.

Duties and Responsibilities:

- Act as a positive role model on and off the court
- Communicate effectively with players and families, as well as the Athletic Director and Hackett Athletic Boosters
- Supervise all matters relative to the tennis program, including the recruitment and retainment of an assistant coach
- Work with the athletic director to establish a practice and match schedule
- Oversee development of players throughout the program
- Govern player conduct and follow established rules
- Establish summer camp schedule and offseason hitting/conditioning sessions
- Provide adequate supervision of events/practices until all athletes have left the facilities
- Attend all meetings required by the MHSAA and SAC
- Attend clinics/workshops related to the sport and/or coaching
- Monitor program budget
- Devise and implement a fundraising structure for the tennis program
- Maintain/inventory equipment, records, statistics and awards information
- Other duties as assigned by the Athletic Director and Hackett Catholic Administration

Qualifications and Desired Characteristics:

- Previous tennis coaching experience
- Experience working with high school students



Qualifications and Desired Characteristics (continued):

- Possess a great love of the sport and knowledge of the rules and fundamental techniques of tennis
- Commitment to providing student-athletes with a positive experience
- Commitment to developing a program that represents the school and community with class and dignity
- Flexible time commitment, including some Saturdays
- VIRTUS certification
- CPR/First Aid certification
- MHSAA CAP certification
- Concussion + Bloodborne Pathogens training

Criminal Record Check/VIRTUS:

In accordance with state law and diocesan (Roman Catholic Diocese of Kalamazoo) policy, no person shall be hired/permitted to work in contact with children prior to being fingerprinted, pass a criminal records review, and successfully completing VIRTUS training from the Diocese of Kalamazoo.

Posting Information:

Application Deadline:	open, until filled
Reports To:	Athletic Director as well as Building Principal
Salary:	Based on Experience

This position may be paired with any open teaching positions within the school. Interested applicants should submit a letter of interest and resume to [Brian Kosmerick](#), Athletic Director of Hackett Catholic Prep. Applications will also be accepted through [Frontline](#) (accessed through the KRESA website.)

Questions: Brian Kosmerick - Athletic Director
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