



## **EXTERNAL JOB POSTING 2025**

**Position:** Head Coach – Boys Varsity Soccer

**Job Summary/Description:**

Kalamazoo Hackett Catholic Prep High School has an immediate opening for a Varsity Head Coach of the Boys Soccer program. Hackett Catholic Prep (HCP) is a proud member of the Michigan High School Athletic Association (MHSAA) and competes in the Southwestern Athletic Conference (SAC). HCP takes pride in student-athlete participation and in helping our students grow in faith, academically, and as a team. The successful candidate is responsible for all aspects of the soccer program and will be a part of the hiring of assistant coaches. The Varsity Head Coach must demonstrate strong leadership in player and staff development, sportsmanship, integrity and character. Qualified candidates should possess strong communication and organizational skills and demonstrate exceptional knowledge of the skills and strategies of soccer as it pertains to high school athletics. Candidates with MHSAA CAP certification are preferred but not required. Coaches will be encouraged to continue their Coaches Advancement Program classes.

**Duties and Responsibilities:**

- Act as a positive role model on and off the field
- Communicate effectively with players and families, as well as the Athletic Director and Hackett Athletic Boosters
- Supervise all matters related to the boys soccer program
- Supervise assistant coaches and assign duties and responsibilities
- Oversee development of players throughout the program
- Govern player conduct and follow established rules
- Help organize and run the David Ni Memorial/Westside Shootout Tournament during the boys soccer season
- Establish summer camp schedule and offseason conditioning sessions
- Organize and run a youth soccer camp in June or July
- Provide adequate supervision of events/practices until all athletes have left the facilities
- Reach out to middle schools to establish connection with coaches and players
- 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 boys soccer program
- Maintain/inventory equipment, records, statistics, and awards information
- Other duties as assigned by the Athletic Director and Hackett administration

**Qualifications and Desired Characteristics:**

- Previous successful coaching experience
- Substantial knowledge of the technical aspects of soccer
- Experience working with high school students
- Commitment to developing a program that represents the school and community with class and dignity
- Commitment to providing student-athletes with a positive experience
- Excellent communication skills with students, parents, administration, and the community
- Professional in personal conduct and actions
- Flexible time commitment
- VIRTUS certification
- CPR/First Aid certification
- MHSAA CAP certification
- Concussion + Bloodborne Pathogens training

**Criminal Records 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, passing a criminal records review, and successfully completing VIRTUS training from the Diocese of Kalamazoo.

**Posting Information:**

Application Deadline:	Until filled
Reports To:	Athletic Director as well as Building Principal
Start Date:	Summer 2025
Salary:	Based on Experience

This posting may be paired with any open teaching positions with 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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