Boys' Tennis, Varsity Head Coach

Job Description

Reports to: Athletic Director

Building: Munster High School

Evaluated by: Athletic Director

Evaluation period: Annual

Purpose of the Position: The Varsity Coach of the Boys' Tennis Team oversees the MHS boys' tennis program and coaches the varsity and junior varsity boys' tennis teams.

Responsibilities:

- Oversees the Boys' Tennis program for MHS including off-season conditioning and workouts
- Works to develop players' skills and sportsmanship
- Sets practice schedule and expectations for program
- Accompanies and supervises the team in all team activities including providing supervision at all times and supervising the locker room until all students have left the building
- Organizes meaningful and challenging practices to develop athletes to their greatest potential
- Supervises and assigns duties to managers and assistant coaches
- Assumes responsibility for athletes during all phases of the season
- Applies discipline fairly and in accordance with school and team policies
- Conducts self in an ethical and sportsmanlike manner during practices and contests
- Instructs athletes on competition rules and keeps players aware of new rules and interpretations of rules
- Provides critical analysis of past season and plans for next season
- Maintains positive public relations through media cooperation
- Establishes guidelines for feeder programs and recruits students for the team
- Emphasizes safety precautions and refers athletes to trainers in case of injury
- Is trained to administer basic first aid and CPR
- Active in local and state coaching associations
- Remains current with new ideas and techniques through clinics, workshops, videos, and/or publications
- Attends rules meeting by the IHSAA and Implements the rules and regulations of the IHSAA
- Attends and contributes to scheduled Munster High School athletic staff meetings
- Communicates IHSAA and school policies to players and parents and requires all players to complete the mandatory forms, including but not limited to pledge, concussion, and hazing forms, before participation
- Provides athletic director with information on any major disciplinary action taken
- Assures all athletes have returned a completed IHSAA athletic physical form and files those forms in the athletic office prior to participation in conditioning, weight training, and practice
- Adheres to IHSAA and school policies and regulations affecting players and participation
- Works with athletic director to establish team fees
- Issues equipment and uniforms
- Assumes responsibility for care of equipment and uniforms including keeping an accurate inventory
- Arranges for return of all inventoried equipment and follows proper procedure for unreturned equipment.
- Presents budget needs to athletic director
- Submits inventory, team results, and award winners to athletic director in a timely manner
- Plans and conducts fundraisers to help defray costs of program
- Attends awards banquet and presents awards to athletes
- Works in concession stand on two or three occasions per year, supervising athletes with concession manager
- Sells 5-10 booster club raffle tickets per year, turning in money and tickets to athletic director
- Any other duties as assigned by the Athletic Director

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**.**

Education and/or Experience:

Accredited through the IHSAA Mandatory Coach Accreditation

Language Skills:

Ability to read and interpret documents and rules manuals, schedules, purchase orders, and inventories. Ability to speak effectively with the coaches, players, parents, press and the public.

Supervisory Skills:

Ability to supervise coaches and athletes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand-strength to grasp equipment. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds including sport specific equipment. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of situations. Ability to game plan and make game decisions

Other Skills and Abilities:

Head coaching experience or assistant coaching experience and playing experience in tennis

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

Terms of Employment:

Length of season according to IHSAA rules.

Salary: $5,565 per season