

JOB DESCRIPTION

Title: Volunteer Assistant Coach

Reports To: Head Coach and Assistant Principal of Athletics

Effective: Winter Athletic Season

Job Goal: Responsible for goals and objectives of the athletic program as directed by the Head Coach and Assistant Principal of Athletics

Qualifications:

- Professional Educator License (PEL), Substitute License, or ASEP Certification
- ASEP Certified applicants must have completed the following:
 - 1) Coaching Principles/Orientation
 - 2) IHSA State Test
 - 3) Sport First Aid
- Coaching experience is preferred (High School level or higher)
- Playing experience in the particular sport is preferred (High School level or higher)
- Ability to communicate (written/verbal), make decisions, resolve conflict, and effectively work with staff, students and other stakeholders to develop a successful program

Key Accountabilities:

- Ensure the welfare and safety of the athletes in the program
- Supervision of athletes' workouts, practices, and games
- Confirm all participants have completed all appropriate procedures before participating in practices
- General upkeep and protection of equipment for the program
- Parent communication
- Assist the head coach with:
 - Scheduling and transportation
 - Necessary paperwork, timesheets, fundraising, and all other documentation for the program Ensuring all participants are eligible
 - Relationship with Booster Club, PTO, and/or Community Organization(s)
 - Communicating with all stakeholders to grow and sustain a successful program
- Meet and follow all compliance obligations set forth by the Conference Calendar, RBHS Coaches Handbook, and IHSA
- Stay up-to-date with the current knowledge and trends in the sport
- Receive CPR/AED certification and maintain accordingly
- Incorporate the Six Pillars of Character Counts: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship into the philosophy of your group
- Perform all other duties as assigned by Assistant Principal of Athletics/Principal/Head Coach

Terms of Employment: Winter Athletic Season - Dates for work year/season are based on the district's school calendar, athletic schedule and IHSA policies

Compensation: N/A

Application Deadline:

Application Process: Apply online @ www.rbhs208.net Human Resource

Equal Opportunity Employer

Riverside Brookfield High School is an Equal Opportunity Employer. Riverside Brookfield High School ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Riverside Brookfield High School has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Department of Human Resources.

Approval for Posting:

Principal

Kristin Smetana
Assistant Superintendent