



### Position Description

<b>Position Title:</b>	Assistant Coach
<b>Reports to:</b>	Activities Director; Head Coach
<b>Direct Reports:</b>	N/A
<b>Provides work direction to:</b>	N/A
<b>Receives work direction from:</b>	Activities Director; Head Coach
<b>FLSA:</b>	Non-Exempt
<b>Date:</b>	December 2023
<b>Schedule:</b>	Part Time – Seasonal; As scheduled
<b>Benefit Eligible:</b>	No

---

**PURPOSE OF THE POSITION:** Work as a collaborative member of the RCS Activities Department by working with the Head Coach of the designated sports program. Provide support, direction and guidance to students in the program.

**WORKING IN THE CATHOLIC CHURCH (\*):** Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Catholic doctrine and religious practices. It is not required that this employee be an active, participating Catholic.

#### 1) GENERAL RESPONSIBILITIES (\*):

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more effort, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- B. Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and volunteers at the parish.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- D. Maintain professional standards of confidentiality.
- E. Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
- F. Develop and maintain productive, collaborative and appropriate work relationships in all settings.
- G. Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor

#### 2) ESSENTIAL RESPONSIBILITIES (\*):

- A. Planning

1. Assist in the design and implement an inclusive program.
  2. Seek and attend continuing education opportunities to help with the growth of the program.
  3. Review, select, adopt or modify materials and resources that are consistent with the advancement of the program.
  4. Participate and contribute actively during all Athletic Department meetings and evaluations.
  5. Help develop practice plans for the program and help implement the plan at practices.
- B. Performing
1. Demonstrate faith leadership.
  2. Instruct students in a manner that consistently incorporates best teaching practices.
  3. Establish and sustain positive, mutually-respectful and appropriate relationships with students in all settings.
  4. Maintain various required records and data according to established policies and procedures, ensuring the accuracy and timely availability of such information as needed.
  5. Demonstrates ability to work with parent groups, administrators, staff and students.
  6. Demonstrates ability to organize and maintain positive communication with the community.

### **3) OTHER RESPONSIBILITIES:**

- A. Maintain and improve professional competence through staff development activities provided by the school and self-selected professional growth activities.
- B. Comply with policies and procedures as outlined in the Personnel Policy Handbook and school handbooks, if applicable. Assist and support the administration in implementing policies and rules governing employment law practices, conduct and behavior.
- C. Meet all Safe Environment requirements.

The responsibilities listed are representative of the position and are not all-inclusive. Those noted with an “\*” are essential functions of the job. More detailed listings of the duties and tasks are outlined in supplemental documents. These supplemental documents would include, but not limited to, policy handbooks, codes of conduct, posted procedures, etc.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

**EMPLOYEE:** I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the school's change.

Employee's signature \_\_\_\_\_ Date: \_\_\_\_\_

**ACTIVITIES DIRECTOR:** I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed in this job.

Activities Director's signature \_\_\_\_\_ Date: \_\_\_\_\_

**POSITION TITLE:** Assistant Coach  
**DATE:** December 2023

**QUALIFICATIONS:**

- Bachelor's Degree or higher from an accredited institution of higher learning.
- Prior coaching experience and/or playing experience at the High School level or above is preferred.
- Applicants should note that coaching certification may be required by our league membership in the future.

**Mental Requirements:**

- Must have the ability to plan, organize, and meet deadlines.
- Superior organizational skills and attention to detail.
- Positive, friendly disposition, excellent interpersonal and communication skills, ability to work well with multiple stakeholders. (i.e.: parents and employees).
- Possess a clear understanding of the English language. Speak and write effectively.
- Be self-motivated and work productively without supervision.
- Utilize intuitive problem defining skills and the knowledge of problem-solving resources, programs and actions.
- Deal with difficult situations in a calm, dignified and respectful manner.
- Be honest, trustworthy and confidential in all areas.
- Exhibit patience, understanding and calmness in chaotic situations.
- Live and project a personal lifestyle with Christian values.
- Ability to foster and maintain appropriate boundaries with fellow employees, volunteers, parishioners, visitors and vendors and to conduct oneself in a friendly, cooperative, courteous and professional manner.
- Ability and openness to work in constructive collaboration with other team members.
- Exhibit promptness and dependability.

**Physical Requirements:**

- This position involves lifting and movement of materials and equipment from time to time usually less than 30 pounds.
- Able to walk, stand, sit, kneel or bend as needed.