

**Position Type:**

Athletics/Activities/Coaching- JV Tennis Coach/ Varsity Assistant

**Date Posted:**

5/16/2017

**Location:**

Our Lady of the Elms High School - Akron, Ohio

**Closing Date:**

Until Filled

**Season Dates:**

8/1/17-10/6/17

- Practices are after school until 5:30 p.m.

**Job Duties and Responsibilities:**

1. Responsible for all matters pertaining to the administration of coaching an athletic team.
2. Assist the Varsity Tennis Coach with team development and evaluation of athletes
3. Plan, accompany and supervise the team to and from all events including practices and competitions.
4. Work with Varsity Tennis Coach on specific budget requests and spending as well as fund raising as needed.
5. Plan and implement both in-season and out-of-season conditioning and weight programs.
6. Enforce discipline, commitment, and sportsmanlike behavior at all times.
7. Performs other duties of a similar nature or level.

**Specific Responsibilities:**

1. Enforce all rules of Our Lady of the Elms High School Policies as they pertain to the respective sport.
2. Follow athletic department policy in ordering equipment, uniforms and supplies for the sport involved; turn in a complete inventory of all equipment at the conclusion of the season.
3. Assist the Director of Athletics with maintaining complete and accurate records as required (i.e. student physicals, parental consents, attendance forms, insurance records, activity/athletic code forms, etc.).
4. Assist the Head Varsity Tennis Coach with roster of all team members to include numbers, grade level and positions.
5. Report and document with an injury report form for all major student injuries immediately to the trainer, and to the Director of Athletics when appropriate.

**Knowledge and Skills:**

1. Has knowledge and background in coaching tennis at the high school level.
2. Understanding of and agreement with Our Lady of the Elms Student Athlete Handbook and Coaches Handbook.
3. Evidence of the ability to prioritize and handle multiple tasks simultaneously.
5. Strong communication and interpersonal skills as applied to interaction with coworkers, supervisor, parents, community members and students.
6. Ability to receive work direction.
7. Strong work ethic and dedication to further the benefits of student participation in co-curricular activities.
8. Physical ability to perform essential job functions.

**Licensing Requirements:**

Applicant must possess a coaching license through the NFHS and Pupil Activity Permit or be willing to complete the necessary coursework prior to the start of the season on August 1, 2017.

**Compensation:**

Stipend is based on experience.

**Application Procedure:**

Please attach a letter of interest and resume to Ms. Lindsay Fullerman, Director of Athletics, Our Lady of the Elms, LFullerman@theelms.org and submit with your online application.