



HEAD VARSITY GIRLS GOLF COACH

Status: Head Coach – Part Time

Area: Athletic

Supervisor: Director of Athletics

Term of Appointment: One Season

Job Description and Responsibilities

NWC Mission Formation for Coaches and Student Athletes

- ✓ Is fully committed to the Catholic educational mission of Northwest Catholic to educate students in mind, body, spirit and imagination
- ✓ Participates annually in school sponsored professional development sessions for the spiritual formation of coaches and students in Catholic high school athletics
- ✓ Serves as a leader and role model for coaching staff and players through a commitment to personal integrity, character development, and developing the spiritual values of coaching
- ✓ Develops student athletes as individuals of faith, moral character, and personal excellence
- ✓ Is willing to participate in spiritual formation of athletes (i.e. retreats, days of service, prayer before games, etc.).

Organization and Communication

- ✓ Is a constant supporter and ambassador of the Northwest Catholic Athletic Program, as well as the overall mission of Northwest Catholic High School
- ✓ Communicates information in timely, professional correspondence to players/parents
- ✓ Conducts opening Team Meeting for student athletes and parents/guardians
- ✓ Develops procedures for open communication with parents and athletes
- ✓ Establishes dialogue with parents and student athletes to address issues and concerns
- ✓ Supervises, coordinates, and organizes Assistant Coaching Staff in consistency with “program concepts,” especially within the developmental teams within your respective sport

Administrative

- ✓ Spends within allocated budget with required approval of the Director of Athletics and Northwest Catholic Finance Office
- ✓ Manages equipment inventory and maintains conscientious use of Athletic facilities

- ✓ Enforces Northwest Catholic's Athletic Handbook and completes all school and CIAC eligibility forms
- ✓ Distributes team rosters, schedules (game and practice) and contact information to all student athletes and their parents
- ✓ Monitors athlete attendance, behavior, and academic status
- ✓ Checks student-athletes grades at the end of the quarter /semester
- ✓ Determines recipients of team awards and honors, including but not limited to (Team MVP, Coaches' Award, Post Season Honors, and Captaincy)
- ✓ Administers season-ending program evaluation, self-evaluation, and evaluation of the Northwest Catholic Athletic Department
- ✓ Reports Home Game scores/results to local media outlets, as well as the Northwest Catholic's Assistant Athletic Director

Training and Preparation

- ✓ Develops positive sportsmanship
- ✓ Sequential conditioning
- ✓ Understands and is able to demonstrate the appropriate skill training
- ✓ Tactical training and player motivation
- ✓ Attention to maturity, readiness, and preparing of athletes
- ✓ Attends Professional Development sessions, including but not limited to the State Mandated Concussion Management and Sudden Cardiac Arrest program, Faith formation
- ✓ Ability to guide the student-athletes through the recruiting process

Sports Medicine

- ✓ Ability to use approved First Aid, CPR, and AED skills through yearly certification program through American Heart Association
- ✓ Interacts with the Head Athletic Trainer of Northwest Catholic, team and family physicians, student athletes, and their parents following an injury
- ✓ Ensures that a student-athlete is cleared by medical personnel before returning to practice or competition

To Apply

Applicants interested in applying for the position are asked to submit the following materials in email to the Northwest Catholic Athletic Director, Ashley Mara (amara@nwcath.org).

Compensation: salary scale is based on the prevailing Athletic stipend schedule of Northwest Catholic High School

-Cover letter expressing your interest in the position of Head Varsity Coach at Northwest Catholic High School

-An updated current resume with the all dates included

-Copies of any and all certifications associated with coaching

-List of three to five references with name, phone number and email address (References will be contacted only with the candidates' permission and not before mutual interest is clearly established). Applications will be accepted through February 1.