



## Head Softball Coach

Status: Head – 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

### Administrative

- ✓ Manages equipment inventory and maintains conscientious use of Athletic facilities
- ✓ Enforces Northwest Catholic's Athletic Handbook and completes all school and CIAC eligibility forms
- ✓ Manages and creates their schedule based on the league
- ✓ Understands the rules of the CCC league and creates a working relationship with other coaches

- ✓ 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
- ✓ Aids in determining recipients of team awards and honors, including but not limited to (Team MVP, Coaches' Award, Post Season Honors, and Captaincy)
- ✓ Aids in administering 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
- ✓ Oversees assistants and delegates their assistant coaches

#### Training and Preparation

- ✓ Develops positive sportsmanship
- ✓ Sequential conditioning
- ✓ Understands and can 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
- ✓ Completes Virtus Training

#### 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