



Job Description  
**WRESTLING TEAM  
COORDINATOR**

**Reports To:** Athletic Director / Building Principal / Administration  
**FLSA Status:** Non-Exempt

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**JOB SUMMARY**

The Wrestling Team Coordinator is responsible for directing the program in accordance with District goals in the best interest of the students and the schools. The Wrestling Team Coordinator is expected to adhere to the policies of the St. Helens School District, and the regulations of the school, the Northwest Oregon Conference Standard Operating Procedures, and the OSAA. The Wrestling Administrator will be responsible for the coordination of weigh-ins, athletic policies regarding behavior, grades and attendance for the St. Helens wrestlers and communicating updates to the boys and girls coaches.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- A. The competent coach will:
1. Responsible for determining the system of play.
  2. Responsible for scheduling and conducting practice sessions with due consideration for the health and welfare of students and staff.
  3. Responsible for establishing and maintaining effective communication with parents, players and Athletic Director.
  4. Responsible for the promotion of the sport by cooperating with newspapers and other media.
  5. Responsible for modeling respect for the judgment of officials and their interpretation of the rules; refraining from public protests which often lead to similar behavior by the players and spectators.
  6. Responsible for modeling good sportsmanship, fair play, and ethical conduct at all times. You are further expected to require the same of assistant coaches and players.
  7. Responsible for review and compliance of School Board policies regarding harassment of students. You are further expected to require the same of any assistant coaches and players.
  8. Responsible for the team's conduct during practice, travel, at contests, and all other times when the team is representing the school. They are to be ever mindful that their conduct and the conduct of their team are seen as an extension of the school.
  9. Responsible for encouraging academic and desirable student/teacher relationships.
  10. Responsible for coordinating with the Athletic Director pertaining to the budget, injuries, rosters, inventory, and eligibility; and to maintain complete and accurate records.
  11. Responsible for compliance with all School District policies and administrative regulations relative to fundraising and conducting camps and clinics.
  12. Responsible for cooperating with other coaches in providing the optimum sports program possible under existing conditions.
  13. Responsible for consulting with the Athletic Director in matters in budgeting, scheduling, and purchasing of equipment.

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14. Responsible for providing each athlete and his/her parents, in writing, program expectations, fund raising expectations, award standards, and rules of conduct. Coaches are to enforce established standards and ensure that due process is observed.
15. Responsible for compliance with the OSAA out-of-season practice limitations rule.
16. Responsible for seeing that no athlete participates before providing the coach with completed Athletic Participation Forms.
17. Responsible for seeing that no student athlete is permitted to participate unless he or she is in good physical condition and has completed all required stretching, warm up, and conditioning prior to participating in the athletic activity.
18. Responsible for supervising the students in the area being used for the activity, i.e. gym, locker room, weight-room, bus, etc.
19. Responsible for making recommendations to the Athletic Director for player awards in accordance with the procedures established by the school.
20. Responsible for conducting awards presentations for his/her sport.
21. Responsible for conducting an evaluation at the end of the season dealing with the success of the season and the assistant coaches' performance.
22. Responsible for promoting and encouraging participation in the sport.
23. Responsible for representing the school at required meetings in the Northwest Oregon Conference.
24. Responsible for attending all meetings concerning the promotion of athletics in the district. (Boosters, Athletic Council, etc.)
25. Responsible for attending all practices and games unless otherwise excused by the Administration or Athletic Director.
26. Responsible for other duties related to their assignment as designated by the School Administration and/or Athletic Director.

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**SUPERVISORY RESPONSIBILITIES**

Assistant coaches and students

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**SALARY**

As negotiated in the SHEA agreement

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**QUALIFICATIONS**

1. High School Diploma or Equivalent.
2. Ability and skill to oversee and direct the athletic team to which assigned.
3. Personal qualifications which indicate an ability to understand and work with youth
4. Prior job-related experience will be considered but not required.
5. Such alternative or additional qualifications as the Administration/Athletic Director may find appropriate or acceptable.
6. Must have or willing to obtain NFHS Certification and Steroid and Concussion Management Training.
7. Must have or willing to attend Blood Borne Pathogens, Sexual Harassment, Bullying Prevention and Child Abuse Training.
8. Must be willing to submit to a pre-employment drug screen and background check.
9. Must have or be able to obtain a First Aid and CPR certification.

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**PHYSICAL DEMANDS**

1. In an eight-hour day the coach may:
  - a. Stand/walk      4 – 6 hours
  - b. Sit                2 – 4 hours
2. The coach may occasionally:
  - a. Bend/kneel/squat/reach
  - b. Climb Stairs or ladders
  - c. Use hands for repetitive motions
  - d. Lift and hold items to forty pounds

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 10/17/2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_