



ST. ANNE SCHOOL

JOB DESCRIPTION

Track and Field Coach

St. Anne School, an independent Catholic School in Laguna Niguel, is seeking an exceptional Track and Field Coach for our 1st-8th program. We are looking for a talented, energetic, hard-working, and team-oriented individual to join our supportive faculty.

RESPONSIBILITIES:

Acts as a role model of professionalism in a Catholic environment.

Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Board of Directors and Administrators.

Ensures the health, safety, and welfare of all students.

Maintains strict confidentiality on all school-related matters.

Follows all school policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.

POSITION OVERVIEW:

The Track and Field Coach will be responsible for teaching and developing fundamental Track skills, planning and organizing practices, managing meets, and serving as a mentor and positive role model to our 1st- 8th grade student-athletes.

SEASON:

March- May

TIME COMMITMENT:

Must be available Monday–Sunday

Hours range between 2:30 pm to 6:00 pm.

QUALIFICATIONS:

Reliable and able to meet the time commitments required.

Experience playing or coaching Track at a school, club, or higher level.

A genuine passion for working with and mentoring children.

Must pass a background check.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Environment:

Work is performed primarily indoors in the gym and occasionally outdoors for training drills.

Physical:

Requires sufficient physical ability and mobility to supervise and demonstrate sports techniques; to stand for prolonged periods; to occasionally stoop, bend, kneel, crouch, or twist; to lift, carry, push, and pull moderate weights; and to operate sports equipment requiring hand-eye coordination and repetitive movement.

Vision:

Normal vision range with or without correction.

Hearing:

Normal hearing range with or without correction.

This is a part-time, non-exempt position. Pay begins at \$40 per hour.

Please send your cover letter, resume, and references to:

Melissa Vergara

Director of Human Resources

hr@st-anne.org