BERKELEY HALL SCHOOL **After School Coach - Soccer**

Please submit an application, resume, and cover letter to HR@berkeleyhall.org

Part-Time, On-Campus Position

FLSA Classification:	Non-Exempt
Reports to:	Athletic Director
Department:	Athletic
Salary:	$25.00 to $30.00/hour DOE

Berkeley Hall School Mission:
Founded in 1911, Berkeley Hall School is a preschool through 8th grade non-sectarian, independent school in Los Angeles, California. Our mission is to "empower children to fulfill their unlimited, God-given potential as fearless scholars and conscientious citizens." We utilize a growth-mindset approach to learning, emphasizing character education based on our core values–Respect, Responsibility, Honesty, and Compassion.

JOB DESCRIPTION:

This position works directly under the supervision of the Athletic Director to develop and coordinate competitive athletic teams, sports, and clubs.

Duties of this position include but are not limited to the following:

- Coach and teach student-athletes in accordance with Berkeley Hall and San Fernando Valley Private School League (SFVPSL).
- Participate in the creation of a long-term skill and strategy development plan for the chosen sport (e.g., character development and skill progressions for each grade level).
- Organize and conduct practices (4–12 hours per week), coordinating with fellow coaches, as appropriate.
- Coach 5 to 7 regular season games with potential playoff games.
- Supervise students on athletic fields/facilities during practices from 3:15 to 5:15.
- Inform the Athletic Director or PE teachers of any major equipment and field condition and/or setup needs.
- Aid in major field/facility setup (e.g., lining field, moving bleachers, setting up scoreboard).
- Set up field/facility for practices and games (e.g., cones, balls, pads, water bottles).
- Clean and maintain equipment, sheds, and fields/facilities after all games and practices.
- Notify Athletic Director of any equipment purchasing needs.
- Communicate effectively with parents.
- Away games:
    - Travel on the bus with the team.
    - Maintain responsibility for student-athlete behavior and safety.
    - Carry cell phone.
- Carry BHS-issued, personal radio to all games and practices.

- Create and maintain documentation according to school policy (e.g., team roster, attendance records, etc.)
- Coordinate snack/drink schedule for the team.
- Select team captains.
- Maintain responsibility for distribution, collection, and cleaning of uniforms after games.
- Collaborate with the Athletic Director to organize a post-season party, if asked.
- Follow guidelines for fulfillment of duties as described in the *Faculty-Staff Handbook*.
- Perform other duties as assigned.

QUALIFICATIONS:

- Coaching experience (preferred)
- Personal experience playing preferred sport (preferred)
- CPR/First Aid trained (preferred)
- A strong connection to Berkeley Hall School mission, core values, and legacy.

SKILLS:

- Communicate effectively with both parents and students.
- Foster a positive and ethical environment.
- Ability to multi-task

PHYSICAL REQUIREMENTS:

- Regularly stands, talks, and listens
- Be able to occasionally lift up to 50 lbs
- Regularly uses close and distance vision
- Turns, bends, and reaches
- Ability to walk 60-acre campus

Equal Opportunity Employer:

Berkeley Hall School provides equal employment opportunities to all qualified individuals without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Equal opportunity includes, but is not limited to, hiring, training, promotion, demotion, transfer, leaves of absence, and termination.