



SPRINGWOOD SCHOOL

Head Sport Coach / Program Director

Job Title: Head Coach/Program Director

Status: Part-Time Seasonal/Non-Exempt employee

Date: 11/2/20

Reports to: Director of Athletics

School Overview

Springwood School is a private K4-12 College, and Career Preparatory, Day and International Boarding school led by Christian Leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

Position Summary

The Head Coach will be a proven task-oriented individual with organizational skills and a pleasant personal orientation. This individual will maintain business professionalism and a welcoming affability for administration, coaches, staff, athletes and parents. This position may serve in other capacities as a staff or faculty member and reports to the Director of Athletics.

Essential Functions

The specific tasks, duties, and responsibilities of this job include, but are not limited to:

Lead

- Agree with and help promote Springwood School's Vision and Mission.
- Oversee the sports program casting a vision for a vibrant and sustainable K-12 program.
- Assist in hiring of their sport staff.
- Maintain an appropriate level of discipline.
- Dictate appropriate team and fan behavior with positive, respectful sideline demeanor.
- Represent the school in a positive manner at all times.
- Lead a disciplined lifestyle with the intention of influencing others by example. Stay active, healthy, organized and self-controlled.
- Willing to act first with wisdom regarding parental communication and communication with players and parents prior to discipline.
- Motivate the people around you to be better; encourage, inspire, motivate and empower.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, self-control, kindness, perseverance and punctuality.
- Demonstrate a willingness to assist and work cooperatively with faculty and staff members.
- Meet everyday activities with emotional stability, objectivity and optimism.
- Demonstrate respect for others – players, parents, administration, faculty, referees and opponents.

Communicate

- Conduct parent meetings early in the pre -season and seek to create an environment where parents can ask questions but not question decisions.
- Communicate with staff, players and parents about pre-season programs.
- Stay in regular and direct communication with the Director of Athletics.
- Respond efficiently to emails or phone calls, within 24 hours.
- Take time to shake hands and greet families when you see them at school or in the local community. Spend time at athletic/school events other than your sport. Be personable.
- Develop and maintain rapport with students, staff and parents to promote a positive learning experience.
- Demonstrate openness to discuss suggestions.

Teach

- Attend all levels of practices in your program as often as possible and offer suggestions to your coaching staff.
- Encourage athletes of all ages to compete in your program at Springwood School through graduation.
- Understand that at times, the game must be broken down to fundamentals and that every day you are teaching life lessons.
- Show support for parents and recognize that they are primarily responsible for their child's education. Partner with them in this task.

Other Essential Tasks

- Lead the college recruiting of Springwood School athletes for your sport.
- Schedule practices and competitions.
- Assist with game day management and set up.
- Coordinate off season conditioning and weight-lifting programs with our All-Sport Strength and Conditioning Coach.
- Help maintain athletic facilities.

Intellectual Acumen

- Demonstrates initiative and aptitude for learning complex concepts.
- A self-directed learner who seeks out new best practices, methodologies and emerging technology while seeking to present new ideas in a creative way to ensure full community buy-in.
- Fully embrace 21st century learning strategies and challenge students and faculty to grow and embrace new skillsets, thought processes, and collaborative opportunities.
- Think outside the box. Be willing to consider something new.

Planning Skills

- Lead programs for varsity, junior varsity, and middle school teams (as well as an elementary feeder program when possible).
- Oversee coaching staff for your sport.
- Build relationships with students at each level of play and lead some practices with younger teams.
- Develop leagues and camps.
- Encourage students to participate in multiple sports and support all sports.
- Establish goals for yourself, staff, program and team.

- Make efficient use of time and resources available.
- Demonstrate ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

Technical Skills

- Organize finances and sport related items.
- Order team supplies well in advance of season.
- Help maintain webpage to enhance communication.

Qualifications

Education

- A Bachelor's Degree is preferred, from an accredited college or university.

Experience

- 3 years' experience with specific sport experience in a school environment preferred.
- Previous experience in a private school environment preferred.

Skills and Knowledge

- Excellent professional, organizational, verbal, and written communication skills.
- Proficient in Microsoft Word, Excel, and Outlook.
- The ability to successfully multi-task and function in a fast-paced school environment.
- Hold current First Aid and CPR training and encourage coaches to do the same.

Key Relationships

Internal

- Players
- Teachers
- Administration
- Staff

External

- Parents
- Coaches and players from other schools
- Referees/sport officials
- The community at large

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.

For More Information

Please visit our Springwood School Careers page at <https://www.springwoodschool.com/careers>

Springwood School uses site-based hiring practices and as such Administrators are responsible for interviewing and selecting for those positions within their area of authority. We wish to thank all applicants for their interest and effort in applying for this position; however only candidates selected for interviews will be contacted.

For more information on this position contact Kurt Page, Director of Athletics at kpage@springwoodschool.org or athletics@springwoodschool.org.