



# ATHLETICS

## Head Swim and Dive Coach

Classification: Staff

Immediate Supervisor: Athletic Director

Term: Part time, Seasonal

### Head Athletic Coach Specific Responsibilities:

- Supports the mission and vision of the school.
- Manages all aspects of the assigned sports program.
- Hires and supervises the coaching staff, including assistant coaches.
- Ensures that the program experiences continuous growth and development.
- Carries out all athletic policies of the school regarding student athletic participation and eligibility.
- Meets all requirements for coaching as designation by the school and the KHSAA.
- Establishes communication protocol with athletes and parents.
- Prepares practice and meet strategies.
- Plans for and implements team travel to meets with approval of the Athletic Director and School Administration.
- Communicates recognition of team accomplishments to the school's Director of Marketing, Communications and Public Relations, and the Athletic Department.
- Collaborates with the Athletic Director Advancement Department and team parents to conduct necessary fundraiser for team travels.
- Maintains equipment and swim gear each season.
- Schedule practices, meets and facilities use for the season.
- Prepares the team budget and accepts fiscal responsibility for the same.
- Maintains records/statistics and completes an end of season report submitted to the Athletic Department.
- Participates in professional organizations and opportunities for professional growth.
- Performs other duties and participates in other events as requested by the Athletic Director.

### Qualifications and Experience required

- Experience as a high school athletic coach.
- Experience in staff management.
- Support of the teachings of the Catholic Church, Mercy values and the mission and vision of Assumption High School.

Please submit resume to the Director of Athletics Lisa Pinkston. [Lisa.pinkston@ahsrockets.org](mailto:Lisa.pinkston@ahsrockets.org)