



Assistant Tennis Coach

School Description

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. *Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.* With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

Position Description

Santa Catalina is seeking an Assistant Tennis Coach to assist with the varsity tennis program and team. Under the direction of the Athletic Director, the assistant coach assists with game management, supervision, and organization for the team and all players, abiding by school, league, and CIF rules and regulations. This position is responsible for coaching student-athletes in strategies and techniques to prepare them for athletic competition. The ideal candidate will motivate student-athletes to develop an appreciation for competition and their sport.

Santa Catalina School believes that each employee contributes significantly to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope but not limit the incumbent nor the organization to just the work identified. We expect that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Essential Responsibilities

- Assist in coordinating and supervising the tennis team
- Promote an appreciation of physical fitness, teamwork, and sportsmanship
- Attend athletic meetings as required, including coach meetings and season parent meetings
- Report all game results to the score report Google Doc
- Maintain appropriate behavior on the part of athletes at practices, games, and in transit to and from events
- Prioritize an environment of safety for student-athletes and provide first aid when required
- Communicate effectively and appropriately with students and parents, in partnership with the Athletic Director



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- Manage and maintain program equipment
- Communicate effectively with the Athletic Director
- Complete all required trainings in timely fashion
- *In-Season Expectations:*
 - Must be present Monday–Friday from 3:45–6:00 p.m for team practice
 - Attend Open House
 - Attend coaches and parents meeting
 - Attend Cougar Fan Day
- *Off-Season Expectations:*
 - Attend pre-season mandatory league meetings at Palma School
 - Attend post-season meetings at Palma
 - Consistently check Catalina email once a week

Other Responsibilities

Other duties as assigned for the success of the athletics program

Supervisory Responsibilities

None

Qualifications

- High school diploma or equivalent
- Experience teaching tennis skills and strategies that apply to the skill level of the players
- Ability to establish and maintain a positive working relationship with faculty, staff, administrators, students, parents, and community members
- Valid driver's license
- CPR/first aid certification
- CIF Fundamentals of Coaching Certification required
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law

Competencies

- Approachable and welcoming demeanor
- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Proven ability to exemplify the highest standard of leadership, sportsmanship and respect
- Good role model and demonstrates strong ethics

Working Conditions and Compensation

- Ability to be physically active to access by foot or mobile cart any and all areas of our 36-acre campus and to attend meetings and other job-related gatherings



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- Ability to work in various positions, including, but not limited to, standing, bending over, crouching, sitting, reaching, driving (a cart) for extended periods of time, and needing to lift up to 50 lbs.
- Salary: \$2,000–\$3,000 depending on experience, inclusive of all responsibilities in-season and off-season

Equal Employment Opportunity

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

To Apply

Interested candidates should visit our website to complete and submit an application, resume, and cover letter:

<https://www.santacatalina.org/upper-school/who-we-are/employment>

Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact employment@santacatalina.org.