



ASSISTANT TRACK & FIELD COACH – DISTANCES

ABOUT KENNEDY CATHOLIC HIGH SCHOOL

John F. Kennedy Catholic High School is a private Catholic high school, dedicated to providing quality Catholic education to all students, committed to fostering young people's relationship with God, devoted to educating the whole person and driven to inspire a life-long commitment to learning and service.

JOB SUMMARY:

Supports the head coach and assists with the management and administration of all phases of the Track & Field program, specifically in working with student-athletes interested in competing in distance events (800M, 1600M, 3200M), in the manner that upholds the philosophy and objectives of the Kennedy Catholic athletic department.

Position Reports to: Athletic Director

QUALIFICATIONS

Education & Experience

- Bachelor's degree.
- Valid driver's license.
- First Aid/CPR/AED certified (or willingness to do so prior to starting)

Duties and Responsibilities:

- Promotes the philosophy and objectives of the athletic program; to include adhering to and enforcing all departmental policies and procedures, as well as rules and regulations of the NPSL, WCD3 and WIAA.
- Provides leadership and instruction on personal and athletic development of student-athletes, to include counseling team members in academic, disciplinary, and personal matters, when appropriate.
- Monitors eligibility status and promotes academic progress of student athletes.
- Oversees selection, purchase, fitting and maintenance of team equipment, to include uniforms, athletic equipment, and supplies.
- Schedules and conducts regular practice sessions in and out of season, as permitted by WIAA rules and regulations. Develops and implements strategies for motivating student athletes to perform at maximum levels as both individuals and a team.
- Oversees conditioning and training of team members in conjunction with Athletic Trainer to ensure that student athletes are physically prepared for competition.
- Ensures safety of student athlete and coaching staff through careful monitoring of the condition of athletics equipment and facilities utilized by designated sport; submits requires for repair, maintenance, and improvement of facilities to Athletic Director, when appropriate.
- Cooperates with all coaches with the Athletic Department to enhance the culture.
- Participates in clinics, exhibitions, and campus activities as approved.
- Participates in public relations activities.
- Represents the Athletic Department at professional, civic, charitable and alumni events.

- Performs other related duties as assigned.

Knowledge, Skills, Ability:

- Skill in operation of modern office machines, communication tools, equipment, computers, and relevant software.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in diverse settings, both on campus and in the community.
- Ability to research and resolve problems and questions related to the operations of the Track & Field program.
- Ability to organize work flow and coordinate activities.
- Ability to demonstrate effective communication skills both orally and written.
- Ability to communicate and work effectively with a wide range of constituencies in a diverse community.
- Ability to provide leadership and instruction in the personal and athletic development of staff and student athletes.
- Ability to work with a variety of racial and ethnic groups and underrepresented populations.
- Ability to commit to the highest ethical standards.
- Ability to participate in evening and weekend commitments as necessary.

Compensation:

- \$1,500-\$2,500 stipend for WIAA spring season. Amount contingent on availability, experience and head coach discretion.
- Spring sports season runs February 26 – May 26.

Apply through AppliTrack by going to the Office of Catholic Schools website at <http://www.ocsw.org/>, additionally, email your cover letter and resume to Peggy Cunningham, Assistant to the President, cunninghamp@kennedyhs.org or mail to: Kennedy Catholic High School Attn: Peggy Cunningham 140 S. 140th Street Burien, WA 98168-3496.