



## Job Description

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### Position Title: Assistant & Volunteer Athletic Coach

#### Purpose of Position

Assistant and volunteer athletic coaches are responsible for fulfilling the mission of Des Moines Christian School by equipping minds through mentoring young people as spiritual leaders and role models. This position oversees implementation of sport specific fundamentals and content areas that are appropriate for the grade level being coached.

#### Position:

- Part-time
- Seasonal- According to sports season
- Stipend Pay

**Reports To:** Head Coach

**Evaluated By:** Head Coach

**Direct Reports:** None

#### Qualifications:

- High School diploma or equivalent, preferred.
- Holds coaching authorization with the State of Iowa or is able to obtain. (Must hold valid authorization prior to working with student/athletes or being hired by DMCS)
- Ability to lift 30 lbs.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith. Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

#### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Utilizes critical thinking and problem solving skills.
- Ability to work with diverse groups, including teachers, students, coaches, administrators, and parents.
- Demonstrates consistent spiritual leadership.
- Attends coaching clinics that would be beneficial to the sport.
- Maintains effective communication with athletes, parents, coaches, and administration.
- Upholds to school policies regarding student eligibility and/or code of conduct violations.
- Ability to maintain standards within specific sport as outlined by the State of Iowa.

## Responsibilities:

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- Assists head coach in all phases of their specific athletic program.
  - Assists the head coach with necessary duties associated with program and team management (game statistics, team communication(s), equipment inventory, game management, facilitation of practice, other duties as appropriate)
  - Works to implement new ideas in cooperation with the head coach and improve the overall program through innovative/creative coaching strategies, techniques and processes.
  - Works cooperatively with coaching staff in decision making/problem solving and is supportive of decisions made by the head coach
  - Cooperates with other coaches during out of season workouts.
  - Follows open gym rules set by state governing bodies.
  - Develops long range goals and plans to insure future program success.
  - Refrains from scheduling activities on Sundays to allow athletes to worship with their families. Exceptions to Sunday practices are made by the Superintendent and/or Activities Director
- Assist in developing athletes
  - Put athletes in a position to be successful by modeling dedication and hard work.
  - Assists athletes with opportunities during the summer such as providing camps and clinics and providing oversight with activities.
  - Prays with players at each practice and before or after each game.
  - Discipline athletes when they display poor character during games and/or practice.
- Strong communication skills
  - Communicates any concerns with the head coach and/or Activities Director.
  - Contacts parents, head coach, and/or Activities Director about any student injury during practice and/or games.
  - Takes attendance at each practice and notifies the head coach and/or Activities Director of on-going absences.
  - Ensure Activities Director approves and signs off on all expenditures.
- Supervision of property and athletes.
  - Ensures athletes are supervised properly during and after road games,
  - Assists with field/court maintenance and set up/tear down before/after games.
  - Provides supervision if Principal, Activities Director, or Property Manager are not present.
- If employed by DMCS in an additional position, it is assumed that the coach will fulfill the responsibilities in both job descriptions.