

ST. CATHERINE'S ACADEMY
A CATHOLIC SCHOOL WITH A MILITARY TRADITION

JOB DESCRIPTION

Job Title: Coach/Afterschool Programs & Camp Programs; Coach/Weekend Programs
Department: Activities/Athletics
Reports To: Military Director or Head-of-School
FLSA Status: Non-Exempt
Supervises Others: No
Term: Open

JOB SUMMARY:

Through commitment to Christian advocacy, building community and integration of Dominican charism and military tradition, the Coach personally ensures that all cadets under his or her supervision are managed in a safe environment that promotes leadership, respect and tolerance for all. The coach is responsible for delivering high-quality supervision, academic assistance, and enrichment programming to elementary and middle-school students in a structured, supportive environment. This part-time, onsite position requires sound judgment, professionalism, and the ability to effectively manage and engage students. Work hours may include weekdays, early-release days, evenings, and weekends based on program needs.

ESSENTIAL DUTIES:

- Serves as a role model in action and word for the Academy's mission and beliefs.
- Maintains highest degree of confidentiality in cadet, staff and management matters.
- Uses good judgment to promote the safety and welfare of cadets and others during classes and sports events. Follows all safety and security rules and reports concerns immediately.
- Remains up to date on best practices relevant to the position; enhances skills as feasible.
- Provide academic support including homework assistance, tutoring, and facilitation of small-group learning activities.
- Plan, implement, and lead enrichment activities such as physical education, sports, arts, STEM, and social-emotional learning experiences.
- Apply effective behavior-management techniques and model appropriate communication and interpersonal skills.
- Record daily attendance, monitor participant engagement, and complete all required documentation accurately and in a timely manner.
- Assist with program logistics including activity setup, transitions, and general site operations.
- Collaborate with staff, attend required meetings and trainings, and uphold organizational policies and procedures.
- Maintain program materials, equipment, and activity spaces to ensure readiness and safety.

JOB RESPONSIBILITIES:

- Coaches cadets during games and sports and referees or performs other such tasks
- Instruct and supervise in all areas of athletics including baseball, basketball, soccer, football, volleyball, and swimming, as examples. Integrate teaching of sportsmanship and leadership. Oversees set up of sports equipment and its proper use.
- Attend daily coaches meeting to discuss activities, assignments, games schedules, special needs, and other information.
- Supervise the locker room while cadets change from military uniform to PE uniform.
- Supervise the gate during cadet dismissal times.
- Supervise the cadets in nightly showers only on weekends, preparation for locker room inspection.
- Provides inputs on cadets to authorized managers when requested.
- Responsible for cadets on the weekends; this includes organizing and supervising outdoor and indoor activities and games, supervising free time spent on various activities; monitoring TV program selection; monitoring behavior at board games in the recreational room, pool and the like.
- Uses highest levels of duty and care to ensure cadet's safety on field trips including oversight during transport and meals, and maintain appropriate cadet behavior at all times. Maintains discipline and adherence to rules.

- Manage finances of field trips, including paying fees to venue, and issuing cadet's their own money for the trip; accounts for property and all expenditures with proper receipts and records.
- Administer medication to cadets as directed during weekend outings.
- Identify and evaluate risks and dangers. Manages emergencies that may arise in line with policies and procedures. Uses best practices to account for cadets at all times while on or off campus.
- Supervise cadets in all weekend meals in the dining room and outings.
- Provide input on cadets to authorized managers when requested.
- Perform other duties as requested or assigned.
- Attends sports and academy functions (when requested)
- May use personal vehicle to drive to meetings, games and events; maintains valid California drivers license and minimum required collision and personal injury vehicle coverage; drives academy-owned vehicles if permitted.

EDUCATION and/or EXPERIENCE:

- High school diploma; Two-year degree in physical education or recreation management preferred
- At least three years of coaching or experience in elementary or junior high sports education and/or recreation
- Coach positions for weekend programs must be over the age of 25, carry an active California Driver's License, and agree to a motor vehicle report
- CPR and First Aid certified, or able to be certified.
- Certified lifeguard, if applicable.

OTHER SKILLS:

- Works well independently and collaboratively with others.
- Communicates effectively and sensitively with diverse populations.
- Organizes and manages work and assignments to meet goals.
- Able to prepare accurate, professional reports and other written outputs.

COMPUTER & EQUIPMENT SKILLS:

- Sets up and uses sports and gym equipment
- Uses basic office equipment (computers, phones, copiers, audiovisual, binders)

REASONING and MENTAL ABILITY:

- Uses critical thinking skills to interpret instructions furnished in written, oral, diagram, or schedule form and to analyze complex documents like contracts and technical directions.
- Able to make sound decisions and set goals based on available information and evaluate situations and requirements to plan work accordingly.
- Able to project likely future occurrences based on current or historic data.

ADDITIONAL:

- Serves as a mandated reporter of suspected or witnessed child and elder abuse as specified by state and federal laws. Must be fingerprinted and pass background check.
- May travel out of area.

PAY RATE:

Between \$20.00 and \$25.00 per hour, depending on experience, qualifications and shift

Interested individuals should submit a resume to finance@stcatherinesacademy.org with the subject line – Application: Coach