



# GARCES MEMORIAL HIGH SCHOOL

*Developing students spiritually, academically, and socially since 1947*

## **Job Description – Boys Soccer Program Head**

**Position:** Program Head Coach Boys Soccer

**Classification:** Athletics – Program Head

**Reports to:** Director of Athletics

**Description:** The head coach is responsible for the development and maintenance of an effective and competitive Boys soccer program. The recruitment and retention of quality student-athletes in this program will be integral to this position. The head coach is responsible for all aspects that relate to the boys Soccer program to include the ongoing development of the student athletes. The head coach will also be expected to demonstrate the ability to promote the physical, intellectual and social growth of student-athletes.

### **General Responsibilities:**

- Understand and comply with all rules and guidelines set forth by the CIF Central Section and Garces Memorial.
- Provide a framework for student-athletes to perform their potential by teaching and developing skill levels and game strategies for all team members during practice sessions in preparation for their use during athletic competition while utilizing proper judgment in the instruction and expectations while operating with the highest possible safety standards observed.
- Possess the willingness and able to support and advance the Garces mission.
- Act as a professional and positive representative of the Garces Memorial educational experience.
- Select, supervise, teach and evaluate all assistant coaches on staff including volunteer coaches.
- Perform other duties as assigned.

### **Student Responsibilities**

- Teach and set expectations of appropriate team conduct during competition, practice and school events, and at any other times when the team is representing the institution.
- Develop competitive teams and maximizing the student-athletes' talents while teaching and promoting teamwork.
- Oversee conduct and discipline of the team.
- Retain student-athletes on the team, and at Garces Memorial High School.

### **Admin Responsibilities**

- Inventory, manage and update equipment and assist with the management of all game and practice facilities utilized by the team and department.
- Plan, organize and manage all in-season and out-of-season practices and competitions.
- Organize and administer team fundraising and alumni activities, camp/clinic programs, as well as participating in departmental and fundraising activities.
- Organize and conduct sports camps or clinics in this sport where possible.

## Job Description

### Qualifications

- Expertise in the sport having a minimum of three years of progressive coaching experience at the high school level or above (preferred)
- Budgeting background (preferred)
- Successful on campus recruiting and student retention experience (preferred)

### Human Relations Skills:

- Excellent organizational, communication and leadership skills, whether dealing with individuals or groups and an ability to work well with different constituents.
- Ability to effectively analyze and teach the fundamental skills and strategies of the sport.
- Ability to successfully motivate all associated with the team.
- Ability to maintain confidentiality of records and information.
- Excellent oral and written communication skills.
- Positive attitude towards the Institution and its programs is essential.
- Ability to handle multiple tasks simultaneously.

Garces Memorial does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, sexual orientation, national origin, disability or veteran's status in administration of programs or in the employment of faculty and staff. EOE

Please reference "Soccer Program Head" and submit your cover letter and resume to: Eric Coleman – [Ecoleman@garces.org](mailto:Ecoleman@garces.org).

No Phone calls please.