



Catholic Central High School Athletic Office

319 Sheldon SE

Grand Rapids, MI 49503

616-233-5805

JOB POSTING - HEAD BOYS SWIM AND DIVE COACH

The Head Boys Swim & Dive Coach is directly responsible for the planning, implementation and evaluation of the boys swim & dive program in accordance with the school's mission of forming disciples of Christ through a dynamic, excellence-driven Catholic education. The Head Boys Swim & Dive Coach will strive to help each individual achieve a higher level of discipline, teamwork, good sportsmanship, academic achievement and self-esteem.

Major Responsibilities & Duties:

The following statements describe the general purpose and responsibilities assigned to this job:

- Determining ability and skill level before setting up training programs.
- Developing and implementing training programs that focus on improving technique, stroke placement, speed, and style.
- Teaching brand new swimming styles or strokes.
- Educating swimmers on water safety and providing lifesaving training sessions.
- Using a range of activities to improve water confidence.
- Recording training sessions in order to analyze strokes, techniques, and monitor progress.
- Setting training goals and objectives for teams as well as individual swimmers.
- Teaching and perfecting skills like flips, kicks, body rolls, floating, and breath control.
- Ensuring the pool or training area is clean, well-maintained, and free of hazards.
- Scouting swimmers and preparing teams and individuals for swim meets.
- This individual will serve as a positive role model for students, coaching staff and the community while upholding the values of the Catholic faith.
- Provides leadership that develops and promotes a unified athletic philosophy
- Cultivates relationships with current and prospective students
- Demonstrates proper sportsmanlike conduct and respect for players, officials, opponents, fans and other coaches
- Understands and maintains the standards of the Catholic Central Athletic Handbook
- Maintains proper files and copies of all pertinent MHSAA, MISCA, OK Conference and Catholic Central athletic policies, ensuring these guidelines are followed.

Special Knowledge/Skills:

Qualifications/Knowledge

- Bachelor's degree from an accredited school is preferred
- College or high school coaching experience is preferred
- Proven leadership of running a basketball program is preferred
- Must have a desire to work in a Catholic school and a concern for the well-being of student-athletes
- Comprehensive knowledge of the game is paramount, extensive knowledge of current coaching techniques and procedures
- Knowledge of MHSAA, OK Conference and Catholic Central Athletic Handbook policies, with demonstrated commitment to adhering to policies/standards

Skills

- Ability to establish a strong rapport with all stakeholders, the community and colleges/universities through positive representation and communication
- Ability to effectively present information and respond to inquiries or complaints from students and/or parents
- Possess a high level of interpersonal skills, such as discretion, courtesy, integrity and flexibility
- Establish and maintain effective and positive relationships with administrators, peers, student-athletes, community members and the general public
- Ability to relate to students and to teach them on and off the field
- Willingness to embrace a high level of accountability
- Possess the ability to assess players and coaches effectively
- Maintains poise under stressful situations
- Ability to organize, prioritize and work independently and collaboratively, producing quality work in a timely manner
- Ability to make consistent decisions by establishing program standards and expectations
- Serves as a role model for all students, joyfully living their Catholic faith

Performance Keys

- Functionality within the mission of Catholic Central High School
- Team discipline with consistent accountability for program standards
- Athlete, personal and coach development
- Program competitiveness
- Strength and speed development (year-round)
- Operational integrity and supervision community (internal and external)

Working Conditions (Mental Demands/Physical Demands/Environmental Factors)

- Frequent district-wide and statewide travel
- Frequent prolonged and irregular hours

Application Process

Please send a cover letter, resume and references to Mike Jacob at

Mikejacob@grcatholiccentral.org.

Deadline: Review of applicants will begin immediately and continue until the position is filled.