



Saint Joseph School

1000 Uhulani Street
Hilo, Hawaii 96720-3999
www.sjshilo.com



Job Description

- Title:** Assistant Coach
- Qualifications:** Possess knowledge of all aspects of the sport; 1-3 years coaching experience; demonstrated interest in and an aptitude for performing tasks listed; willingness to abide by policies and procedures of administration; develop spiritual and moral values in athletes; build relationships with parents, faculty & staff of SJS; fostering sportsmanship and providing a safe and nurturing atmosphere for athletes.
- Reports To:** Head Coach
- Overall Job Goal:** Within the framework of the entire athletic program, assist head coach in providing leadership in the ongoing development and improvement of his/her sport. To assist head coach in carrying out his/her responsibilities.
- The assistant coach will set a positive example by fostering self-confidence and instilling pride in appearance by complying with and administering the school dress code at all competitive events:
- a. For indoor events, coaching staff is required to wear black dress slacks and dress shirt (shirt as provided by the school). If the coach performs pre-game warm ups with team (volleyball), black dress shorts is acceptable attire.
 - b. For outdoor events, coaching staff is required to wear black dress slacks or dress shorts, based on physical participation and appropriate to the environment. Dress shirt (as provided by the school) is also required.
- Function:**
1. To assist head coach in all aspects of his/her sport.
 2. Assist head coach with maintaining rosters.
 3. Assist head coach with monitoring student-athlete's eligibility.
 4. Assist in monitoring school equipment.
 5. **During Season:**
 - a. Assist in the implement school standards and contractual student-athlete agreements.
 - b. Assist in monitoring transportation, officials & game management.
 - c. Assist in responsibility for constant care of equipment & facilities being used.

Function, cont'd:

- d. Attend practice sessions and games
- e. Assist in discipline in a firm and positive manner.
- f. Emphasize safety precautions and be aware of training and injury procedures.
- g. Conduct his/herself and team in an ethical manner during practices and games.
- h. Accept roles designated by head coach.
- i. Performs all other duties as related to his/her sport as directed by head coach.
- j. Strive to build good sportsmanship and develop good public relationships with community and school
- k. Have fun and enjoy your season!

Incumbent

Date

Athletic Director

Date

Principal

Date