Mercy High School, San Francisco
Job Description

Job Title: Assistant Soccer Coach
Department: Student Services
Reports to: Athletic Director
Preparation Date: August 2018

ABOUT MERCY HIGH SCHOOL, SAN FRANCISCO
Mercy High School, San Francisco, educates women to pursue lives of spiritual and intellectual depth, determination, and daring action to improve our world as an inclusive, Catholic, college preparatory community enlivened by the Gospel of Jesus and the charism of the Sisters of Mercy.

POSITION OVERVIEW
Qualified candidate must possess outstanding interpersonal and communication skills necessary to work with high school students. Candidate must have background in the interested sport, either playing experience, coaching experience or both. Candidate must have knowledge of strategies and all its components. Successful candidate will be able to run practices effectively, teach and demonstrate drills and skills, condition athletes, successfully prepare for competition, and develop an outstanding rapport with others, especially school administration. Candidate must be responsible, dependable, and have a passion for working with students and the applied sport.

RESPONSIBILITIES: (include but are not limited to the following)
- Develop and teach skills and knowledge in applied sport.
- Instruct students in the safety practices associated with different sports and physical activities.
- Plan and deliver activities that will assist in the skill progression of students.
- Analyze, demonstrate and explain basic skills, knowledge and strategies in sport(s) of interest.
- Instruct students in proper care and use of materials and equipment.
- Maintain proper control and discipline in a positive manner by establishing good, wholesome rapport through healthy, human relationships between students involved in athletic programs and in accordance with District policy and procedure.
- Perform other specific duties as indicated by program or as directed by supervisor.

MINIMUM REQUIREMENTS:
- Ability to pass a Department of Justice (DOJ) fingerprint clearance
- Legal authorization to work in the U.S.
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code
- Valid First Aid and CPR Certification
- Must be able to pass or be certified in Concussion, Sudden Cardiac Arrest, and Fundamentals of Coaching

KNOWLEDGE, SKILLS AND ABILITIES: (include but are not limited to the following)
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Effective interpersonal, communication, mediation, and time management skills.
- Capacity to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work with students, staff, and parents from diverse backgrounds and communities.
• Potential to balance athletic participation with an academic environment.
• Ability to guide and develop student-athletes.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is also required to stand, walk, sit, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

SALARY RANGE
Salary dependent upon the category of sport and amount of experience.

QUALIFICATIONS
• Demonstrates dedication to the mission and charism of Mercy High School, San Francisco by integrating school mission into tasks and responsibilities
• Must possess excellent verbal and written communication skills.
• Strong organizational and interpersonal skills.
• Anticipates and evaluates needs and offers proactive solutions
• Receptive to feedback and direction
• Dedicated work ethic
• Strong written and verbal communication skills required.
• Detail-oriented and organized. Capacity to manage multiple tasks and timelines simultaneously a must.
• Flexibility, sensitivity, diplomacy and the outstanding interpersonal skills necessary to work collaboratively with multiple constituencies required.
• Ability to work both individually with minimum supervision and as part of a team required.

TO APPLY: To apply for this position, email a copy of your resume, a cover letter, and 3 references to jobs@mercyhs.org. Your cover letter should explain why you are interested in the position and what unique qualities you would bring to the role. Strict confidentiality will be maintained for all applicants and only finalists’ references will be contacted.

Mercy High School San Francisco is an equal opportunity employer.