



Job Profile

Job Title:	JV Tennis Coach
Department:	Athletics
Reports to:	Athletic Director
Date:	5/8/26

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt X
Full-time <input type="checkbox"/>	Part-time X

General Summary

What is the primary purpose of this position?

The role of the JV Tennis Coach is to be responsible for supporting the Head Varsity coach through training and competitions as well as in implementing program goals and objectives. In addition, the JV Head Coach will be responsible for character development and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in the sport of Tennis. The person in this role is required to interact thoughtfully and respectfully with student athletes, fellow coaches, staff, parents and community and well as follow the mission of the school. This is an occasional, part-time, hourly position, classified to work less than 20 hours per week.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Follow and uphold the policies and mission statement of the St. Francis Athletics Department, the Sierra Foothill League, the CIF Sac-Joaquin Section, the California Interscholastic Federation (CIF), and the National Federation of State High School Associations (NFHS).
- In coordination with the Head Coach, plan, organize, and direct all facets of the St. Francis Tennis program including the scheduling of practices, competitions, ceremonies, and post-season awards banquet.
- Instruct and demonstrate skill sets and techniques necessary for individual and team development for all levels of the program.
- Ensure that team rules and regulations regarding conduct and eligibility of the athletes are clearly communicated and followed.
- Consult with the Head Coach regarding any off-season training programs including scheduling dates for summer camps/practices, competitions, and pre-post tryout informational parent meetings.
- In conjunction with the Athletic Director, facilitate informational parent meetings at the beginning of the season for all levels.
- Create a safe environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Model good sportsmanship behavior and maintain appropriate conduct towards opposing teams, fans, parents, officials, spectators and community.
- Implement positive communication strategies, organizational skills, and safety.



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- Successfully foster and support an inclusive educational environment.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's degree or equivalent experience required.

Job experience:

Coaching or playing experience at the high school, collegiate, or professional level required, 3 years or more as a head coach preferred.

Technical/Functional skills:

- Strong teamwork and teambuilding skills.
- Design effective plans for training and competition.
- Understand aspects of health, nutrition, exercise science and physical education, particularly as they relate to the adolescent, female athlete.
- Strong organization and administration skills including managing the coaching staff at all levels of the program.
- Ability to effectively communicate verbally and in writing.
- Strong listening skills.
- Ability to prepare and condition athletes both physically and mentally.
- Demonstrated mentoring and motivating skills, encouraging student empowerment and academic success.
- Ability to work and contribute to an environment of mutual respect and collegiality.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.

Other Requirements:

Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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