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**TENNIS COACH – JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Demonstrated ability to organize and supervise a comprehensive tennis program.
2. Previous successful coaching experience preferred, ideally at the Head or Varsity level.
3. Substantial knowledge of tennis skills, strategy, and training methods; willingness to pursue continued learning in the sport.
4. Serves as a strong, positive role model for student-athletes through instruction, behavior, and leadership.
5. Attends professional development opportunities (clinics, conferences, etc.) related to tennis.
6. Maintains active membership in the Indiana High School Tennis Coaches Association (IHSTeCA) or other relevant coaching organizations.

**REPORTS TO:** The Athletic Director, with additional oversight by school administrators.

**JOB GOAL:** To develop a tennis program that promotes individual skill development, team competitiveness, sportsmanship, and character growth. The coach is responsible for leading student-athletes to reach their full potential both on and off the court by fostering self-discipline, confidence, and pride in representing Andrean High School.

### GENERAL:

1. Positively represent Andrean High School to the community through team values, competitive performance, and public presence.
2. Recognize the demands of extended hours, the physical nature of the sport, and the role of the coach as a leader and mentor.
3. Exercise sound judgment and professionalism in all areas of responsibility.

### DUTIES AND RESPONSIBILITIES:

1. Maintain a thorough understanding of tennis, IHSAA regulations, and Andrean’s athletic policies.
2. Ensure implementation of all applicable school and diocesan athletic policies.
3. Adhere to proper communication procedures and attend required department meetings.
4. Supervise student-athletes during all practices, matches, and while traveling.
5. Plan and conduct all practices, matches, conditioning sessions, and optional team events.
6. Communicate regularly with the Athletic Office regarding schedules, facility use, and team needs.
7. Collaborate with other coaches and moderators to support multi-sport student-athletes.
8. Maintain accurate inventory of team equipment and uniforms; report maintenance or replacement needs to the Athletic Office.
9. Attend and participate in preseason parent-athlete meetings.
10. Assist in organizing team banquets, senior night, and award recognitions.
11. Coordinate fundraising initiatives with the support of the Athletic Department.

### STAFF RESPONSIBILITIES:

1. Establish a consistent coaching philosophy emphasizing fundamentals, sportsmanship, and growth.
2. Promote a positive team culture that encourages accountability, effort, and collaboration.
3. Fulfill additional duties as assigned by the Athletic Director or administration.

### ADMINISTRATIVE DUTIES:

1. Coordinate facility scheduling and ensure readiness of courts and support spaces.
2. Ensure timely submission of player eligibility, physicals, and consent forms per IHSAA guidelines.
3. Maintain a safe environment for athletes and equipment, including security and cleanliness.
4. Provide feedback and recommendations for program improvement to the Athletic Director.

### RESPONSIBILITIES TO STUDENTS:

1. Mentor athletes to develop character traits such as respect, integrity, and responsibility.
2. Monitor academic performance and conduct, offering support when needed.
3. Provide instruction, encouragement, and safety guidelines for all participants.
4. Set and enforce training rules, team expectations, and behavioral standards.
5. Report injuries promptly and complete required documentation within 24 hours.
6. Supervise student managers or assistants if applicable.
7. Address disciplinary concerns fairly and communicate with families when necessary.
8. Support student-athletes exploring post-secondary opportunities in tennis.

### FINANCE AND EQUIPMENT:

1. Recommend purchases within approved budgets and ensure responsible management of funds.
2. Track and collect any lost or damaged equipment.
3. Maintain secure and organized storage of all team equipment and supplies.
4. Promote care and proper use of all school-issued gear and facilities.
5. Inspect facilities before and after use; report any issues as needed.
6. Ensure proper closure and security of all areas used when custodians are not present.

### PUBLIC RELATIONS:

1. Organize and lead preseason informational meetings for families and players.
2. Promote tennis participation through outreach within the school and surrounding community.
3. Provide updates, photos, and highlights to the Athletic Office for media and social promotion.
4. Maintain professional relationships with parents, fans, alumni, and the greater school community.

Interested applicants please send a resume/cover letter to:

Neil Dimos

Director of Athletics

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