



GRACE BRETHREN SCHOOLS

JOB DESCRIPTION: SWIM COACH

INFORMATION

Job Title:	Head Coach	Wkly. Hrs./Weeks:	40/52
		Pay Grade:	
Department:	Athletics	Classification	
Reports To:	Athletic Director	Effective Date:	

SUMMARY

The head swim coach promotes and develops a distinctly Christian worldview context of a quality competitive athletic program towards the advancement of the mission and purpose of GBS.

ESSENTIAL FUNCTIONS

- Promotes the philosophy and objectives of the athletic program in our tradition of quality athletics while challenging student-athletes to excel academically as well as followers of Christ. This includes adhering to and enforcing all Departmental policies and procedures, as well as rules and regulations of Grace Brethren High School, and the TCAA.
- Models Christ-like behavior and maintains appropriate conduct towards students, officials, and spectators.
- Disciple student athletes to grow spiritually closer to Christ.
- Organizes and directs individual and small group practice activities/exercises as well as the rest of the coaching staff.
- Distributes equipment, supplies, and uniforms to students.
- Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
- Performs support tasks such as athletic clearance, eligibility, and other related records.
- Assesses student's skills, monitors students during competition and practice.
- Assists coaches with instructing students in the rules, regulations, equipment, and techniques of the sport.

COMPETENCIES

- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in diverse settings, both on campus and in the community.
- Ability to organize workflow and coordinate activities.
- Ability to demonstrate effective communication skills both orally and written.
- Ability to commit to the highest ethical standards.
- Ability to participate in evening and weekend commitments as necessary.
- Ability to research and resolve problems and questions related to the operations of the Track & field programs.

QUALIFICATIONS

- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities
- Functioning member of a local church
- Education: Master's Degree preferred
- Experience: 5+ years teaching experience
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Competent, professional and personable

- Basic mathematics and accounting knowledge is necessary
- Excellent oral and written command of the English language is required
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative

WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required
- Travel: Some travel involved including overnight stays

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate on the basis of race, color, sex (including pregnancy), religion, national or ethnic origin, age, sexual orientation, gender identity or expression, honorably discharged veteran or military status, marital status, sensory, mental, or physical disability, or generic information, or any other status protected by local, state, or federal law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

APPLICATION PROCESS

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

Office of Administration, Human Resources
2762 Avenida Simi • Simi Valley, California • 93065
hr@gracebrethren.com 805.522.4605

Selection Process: All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.