



**Contact:** Meg Seng  
Director of Athletics  
734.205.4022

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# ATHLETIC COACH

**Department:** Athletics

**FLSA:** Exempt

**Reports to:** Meg Seng, Director of Athletics

**Schedule:** Part time / seasonal

**Designation:** Coaching Staff

**Travel:** Frequent

## POSITION SUMMARY

The Athletic Department has an opening for a qualified and dynamic athletic coach. Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as student centered coaches and role models who employ effective instructional methods, work collaboratively with colleagues, seek and respond to student feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community.

## DUTIES AND RESPONSIBILITIES

- Comply and meet all Greenhills procedures and policies as outlined in the MHSAA and Greenhills coaches handbooks
- Provide clear instructional strategies and developmentally appropriate practices and training sessions
- Promote a positive attitude and academic achievement
- Reflect on coaching practices and seek out opportunities for professional development
- Support and encourage multiple sport participation for students
- Practice clear, timely, and professional communication with students, parents, and colleagues
- Availability daily from 3:00pm for practices and/or contests. Some weekends also.
- Cultivate student accountability and commitment to the team
- Ensure the safety of students by providing a clean and safe environment, appropriate supervision, safety instruction, regular facility and equipment inspection
- Serve as a role model in maintaining appropriate standards of care for students and maintaining healthy boundaries in student and professional relationships

## SKILLS AND EXPERIENCE REQUIRED

- Current First Aid and CPR certification will be required
- Concussion Education and Athlete Safety course will be required
- Proven coaching experience at the middle school or high school level preferred.



- Working knowledge of the sport and understanding of the sport rules and regulations
- Demonstrated interest in and aptitude for performing the coaching assignment
- Sport playing experience

## **PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS**

- Work is conducted primarily in an athletic environment / gymnasiums, fitness center and outdoor athletic venues
- Use fitness and athletic equipment
- Physical agility to frequently lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, stand, walk and reach overhead.
- Must be able to ascend and descend stairs
- Work in and exposed to outdoor weather elements
- Greenhills School property is a tobacco-free environment.
- COVID-19 vaccination is required

## **ADDITIONAL INFORMATION**

Interested candidates should submit a cover letter with résumé/CV and three references to Director of Athletics Meg Seng at [mseng@greenhillsschool.org](mailto:mseng@greenhillsschool.org).

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

*Greenhills School is an Equal Opportunity Employer.*

*Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.*