



John Milledge Academy  
197 Log Cabin Rd NE  
Milledgeville, GA 31061

**Job Title: Softball Coach (Varsity)**

**Department: Athletics**

**Reports to: Head of School, Athletic Director**

### **Description**

The primary purpose of a John Milledge coach is to engage and encourage students in the athletic arena entrusted to his/her care by the Head of School. John Milledge coaches have the attributes of flexibility, humor, collaboration, creativity, and passion for engaging students through a variety of appropriate practices and techniques. All coaches should be a positive example to players, parents, and fellow coaches while teaching the highest standards of sportsmanship at all times.

### **Essential Duties and Responsibilities**

**A coach's most essential duties include, but are not limited to:**

- All Varsity head coaches are responsible for all teams in their program, including JV and middle school teams;
- Assure academic and medical eligibility of all students through the athletic department, make sure all forms are complete before a student participates in practice or games;
- Each coach will have the liability and release forms for all participants at every practice, game and bus trip;
- Physically supervise all practices, games, weight training and locker room activities;
- Each coach will have a team meeting before the season starts to explain rules, expectations, dress code and guidelines for the upcoming season;
- Schedule facilities through the AD and the Facilities Coordinator;
- Coordinate with the AD and the Facilities Coordinator the scheduling of competitions, officials, and transportation;
- Carry out inventory, storage and care of all uniforms and equipment. This includes sport-specific playing fields, courts, and all facilities under your care;
- Coordinating purchases and the sale of t-shirts, fan gear, etc. through the Trojan Athletic Club only, making sure that no monies are collected and retained by coaches, parents, or students;
- Provide appropriate publicity for teams and individuals, including cooperation with local media outlets;
- Conduct try-outs when necessary to select team members, remembering to announce try-out dates, practice schedules, and game schedules as soon as possible so families can plan well in advance;

- Assist players and parents with college advisement and recruiting. This assistance should include meeting with parents and players to discuss goals for college, evaluate student's potential for playing a college sport, communicating with appropriate colleges on student's behalf, and providing information and videos for evaluation purposes;
- All head coaches will meet with assistant coaches at the end of the season to evaluate the staff, players, and the program. Each head coach will submit to the AD, at the end of the season, the coaching evaluation for and meet with the AD to discuss this form;
- Maintaining a professional appearance, and demonstrates behavior that is conscientious and responsible both in school, in the community at large, and on social media;
- Read and understand the GIAA section of rules that pertain to your sport. This would include eligibility issues, reporting scores, clinic attendance/rules tests and practice/game guidelines.
- Understanding students' expectations, attendance, and discipline in accordance with the High School Parent/Student Handbook policies and procedures; and
- Understanding and complying with the JMA Faculty Handbook and Athletic Handbook policies and procedures.

**Other Duties may include:**

- Communicating, consulting and cooperating with other members of the school staff and community, including administration, instructional support, school counselor and parents/guardians to ensure the best interest of students;
- Contributing to the professional development of new coaches and student workers/observers according to arrangements agreed with the Head of School and/or Athletic Director;
- Proctoring standardized testing according to guidelines;
- Working as a faculty sponsor for a group, class or club;
- May be required to work outside normal working hours; and
- Such other duties as may be assigned from time to time.

**Qualification Requirements**

- Coaching knowledge in the sport of interest or similar area, with preferred experience as a student-athlete or professional athlete in the sport of interest.
- Maintain the coaching skills at the highest levels through membership in professional associations and attendance at coaching clinics;
- Skills in operating and utilizing a variety of technology;
- Must be able to pass an initial fingerprint and background clearance check and maintain a valid background clearance check at all times when in the school; and
- Strong interpersonal skills with exceptional oral and written communication skills.