



Grace Christian Academy

Athletic Coach

Job Description

Reports To: Athletic Director

Job Type: *Stipend Level*

Job Purpose

The purpose of this position is to have a person in place who excellently leads a GCA athletic team. This position exists to enhance the student's overall experience as a member of the student body at Grace Christian Academy. This position also exists to help students learn how to develop their physical talents and to glorify God with their bodies.

Duties and Responsibilities

- Instruction and supervision of athletes
- Creation of a positive educational environment and consistently model Christ-like character, actively communicating with students, parents and administration
- Planning, preparation and delivery of instructional activities from the perspective of a Biblical worldview, integrating Biblical teaching throughout
- Supervision and planning of practice and conditioning sessions
- Instruction, supervision and direction of athletes in competitive events
- Selection, supervision and evaluation of assistant coaches, volunteers, student coaches, managers or others assisting in the conduct of the sports program, including ensuring that such personnel comply with GCA rules and regulations
- Recruitment of athletes
- Knowledge of and adherence to GCA school/athletic policies and procedures
- Knowledge of and adherence to athletics governance association rules and regulations
- Stewardship of equipment, facilities, and uniforms
- Positive media relations
- Potential involvement in fundraising for one's team or the athletic program
- Demonstration of policies and conduct that advances the academic success of athletes

Qualifications

Varsity/Middle School Head Coach:

- (Varsity) Minimum of two years successful coaching experience preferred
- High school or college playing experience preferred
- Knowledge of the game, coaching, and teaching methods
- Must be 21 years of age
- Background check will be required
- Demonstration of a personal and growing relationship with Jesus Christ

Assistant Coach:

- Ability to positively support the head coach's agenda
- Background check will be required
- Demonstration of a personal and growing relationship with Jesus Christ
- High school or college playing/coaching experience preferred

Working Conditions

This job will require evening and weekend hours.

Physical Requirements

This job may require the candidate to lift equipment up to 40 pounds at times, and to stand for long periods of time.

GRACE CHRISTIAN ACADEMY of MARYLAND
13000 Zekiah Dr.
Waldorf, Maryland 20601
(301) 645-0406 Fax: (301) 645-7463

**APPLICATION FOR
 EMPLOYMENT**

PERSONAL INFORMATION

NAME:		DATE:	
STREET ADDRESS:	CITY, STATE, ZIP:		
SOCIAL SECURITY NUMBER:	REFERRED BY:	APPLYING FOR:	
HOME PHONE:	WORK PHONE:	FULL TIME TEMPORARY	PART TIME SUBSTITUTE
CELL PHONE:	EMAIL ADDRESS:		
<p>Have you ever been convicted of a misdemeanor or felony? _____ If yes, explain:</p>			
<p>Your Church, Pastor's Name, and Church Address:</p>			
<p>Answers to these personal questions will not necessarily influence our employment decision. Each question will be judged on its own merits with respect to time, circumstances and seriousness.</p>			

EDUCATION

HIGH SCHOOL, NAME AND LOCATION	FROM	TO	CURRICULUM		DATE GRADUATED	
COLLEGES, NAME AND LOCATION	FROM	TO	MAJOR	MINOR	DEGREE/CREDIT	DATE

List any degrees, honorariums, and any, special courses or training that you wish to have recognized in consideration of your qualifications for this position. List date received.

EMPLOYMENT HISTORY (START WITH MOST RECENT)

FROM:	TO:	EMPLOYER:			
JOB TITLE:		ADDRESS:		PHONE:	
REASON FOR LEAVING:		DUTIES:			

FROM:	TO:	EMPLOYER:			
JOB TITLE:		ADDRESS:		PHONE:	
REASON FOR LEAVING:		DUTIES:			

COACHING HISTORY (START WITH MOST RECENT)

FROM:	TO:	EMPLOYER:			
JOB TITLE:		ADDRESS:		PHONE:	

REASON FOR LEAVING:	DUTIES:
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FROM:	TO:	EMPLOYER:	
JOB TITLE:		ADDRESS:	PHONE:
REASON FOR LEAVING:	DUTIES:		

Describe any experience you have with directing or coaching sports camps/clinics.

List any playing experience you have specific to your sport at the high school varsity level or above.

List any special skills/experiences you have that would help you be successful as a coach.

Coaches at GCA are required to regularly conduct team devotions. How would you conduct these?

Coaching requires many afternoon/evening hours as well as weekend hours. Will your schedule allow you to make practices and games?

REFERENCES

(Please include those persons familiar with your occupational background and abilities.)

NAME AND TITLE:	STREET ADDRESS:	PHONE:
RELATIONSHIP TO YOU:	CITY, STATE, ZIP:	EMAIL:

NAME AND TITLE:	STREET ADDRESS:	PHONE:
RELATIONSHIP TO YOU:	CITY, STATE, ZIP:	EMAIL:

NAME AND TITLE:	STREET ADDRESS:	PHONE:
RELATIONSHIP TO YOU:	CITY, STATE, ZIP:	EMAIL:

PERSONAL STATEMENT OF FAITH

1. **Have you personally received Jesus Christ as your Savior?** _____

2. **Give a brief testimony of your relationship with the Lord:**

3. **I have read the Statement of Faith of Grace Christian Academy of Maryland.**

Yes

No

Wish to Discuss

4. **I wholeheartedly embrace the articles of faith outlined in the Statement of Faith.**

Yes

No

Wish to Discuss

QUALIFICATIONS FOR STAFF

We are convinced that a person teaches more by what he is than what he does. Therefore, we are careful in the selection of staff members for Grace Christian Academy of Maryland. When we have several applicants for the same job, the one who possesses most of the following qualities will be selected. Also, since the school is an outreach ministry of Grace Brethren Church, priority will be given to members and faithful attendants of Grace Brethren Church.

SPIRITUAL LIFE

1. A born-again Christian who has a vital living relationship with God through faith in Jesus Christ.
2. A mature Christian, demonstrating the fruits of the Spirit: love, joy, peace, long-suffering, goodness, faithfulness, meekness and temperance.
3. One who believes that the Bible is the Word of God and who ascribes to the Statement of Faith in the Staff Manual.
4. One who is faithful in attendance at a Bible-teaching, Christ-honoring church.
5. One who ministers to others in Christian love and who practices encouragement of the Brethren.
6. One who has a real concern for souls, who will seek to lead students to Christ and encourage them in their faith, and who has an active, meaningful prayer life.

PERSONAL LIFE

1. One whose life demonstrates emotional stability and a healthy self-image.
2. One who does not use illicit drugs.
3. One who lives an upright moral life.
4. One whose dress is modest and neat.
5. One who speaks with gentle firmness.
6. One who does not complain, gossip or use profanity.

PROFESSIONAL LIFE

1. One who cooperates with and supports the administration of the School/Church.
2. One who has a team spirit and is able to inspire and motivate co-workers.
3. One who accepts advice and correction and acts on it.
4. One who is a hard worker; a person of dedication and integrity.
5. One who is interested in professional growth and development, and encourages others to growth.
6. One who has an outgoing personality and is able to communicate in positive, definitive ways.
7. All workers must be able to meet GCA qualifications and requirements for their position.
8. All workers must meet Maryland State requirements prior to assuming the responsibilities of their position.
9. All classroom support staff must be able to control the children to have an orderly and well-disciplined classroom.

I agree to abide by the standards for employees as named in the Grace Christian Academy of Maryland Qualifications for Staff. Yes No Wish to Discuss

APPLICANT'S STATEMENT

I certify that all statements made by me on this form are true and correct. I understand that if employed, any false statement on this application can be considered cause for dismissal. In addition, I authorize the School to seek information from the reference sources and to investigate all statements contained in this application as may be necessary to arrive at an employment decision.

Signature of Applicant

Date

Under Maryland Law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

Signature of Applicant

Date



Grace Christian Academy of Maryland
13000 Zekiah Drive
Waldorf, MD 20601
301-645-0406 www.graceknights.org

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **Grace Christian Academy of Maryland**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release the **Grace Christian Academy of Maryland**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to **Grace Christian Academy of Maryland**.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (Print): _____

Applicant's Signature: _____

Applicant's Social Security Number: _____

Date: _____