



13000 Zekiah Drive  
Waldorf, Maryland 20601  
(301) 645-0406 • Fax: (301) 645-7463  
www.graceknights.org

## **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.



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## APPLICATION for EMPLOYMENT

### PERSONAL INFORMATION

Full Name:		Date:	
Address:			
Social Security Number:		Email:	
Cell Phone:	Home Phone:	Work Phone:	
Applying for:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Substitute	
Referred by:			
Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain:			
Your Church, Pastor's Name, email, and Church Address:			
Answer to these personal questions will not necessarily influence our employment decision. Each question will be judge on its own merits with respect to time, circumstances and seriousness.			

### EDUCATION

High School: Name and Address	From	To	Curriculum			Date Graduated
Colleges: Name and Address	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**

Please start with your current or most recent employer and work backwards for the past 5 years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

## COACHING HISTORY

Please start with your current or most recent employer and work backwards for the past 5 years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

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?

Please include those persons who are familiar with your occupational background and abilities.

Name and Title:	Relationship to you:	Work Phone:
Address:		
Home Phone:	Cell Phone:	Email:

Name and Title:	Relationship to you:	Work Phone:
Address:		
Home Phone:	Cell Phone:	Email:

Name and Title:	Relationship to you:	Work Phone:
Address:		
Home Phone:	Cell Phone:	Email:

**STATEMENT OF FAITH**

1. Have you personally received Jesus Christ as your Savior?  Yes  No

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

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

Yes  No  I wish to discuss

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

Yes  No  I wish to discuss

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 Church, priority will be given to members and faithful attendants of Grace 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. Staff members are asked to be under at least one of the teaching ministries at Grace Church's pastoral staff, either Sunday morning or evening, Wednesday night prayer time. In this way, our pastors have some input into the spiritual training of the staff and the school children.
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 does not use alcohol or tobacco.
4. One who lives an upright moral life.
5. One whose dress is modest and neat.
6. One who speaks with gentle firmness.
7. 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/Grace Church 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 GCA/Grace Church's Qualifications for Staff.

Yes       No       I 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 Grace Christian Academy of Maryland 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 \$100.00.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*



**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have completed an 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 \_\_\_\_\_