



The  
**Potter's  
House**  
High School

**Job Title:** Varsity Baseball – Head Coach  
**Reports to:** Athletic Director  
**Hours:** As needed (part-time)  
**Pay:** Commensurate with experience  
**Work Location:** Potter's House High School

Open date: 9/18/18  
Closing date: 9/24/18  
Starting date: Off season workouts - ASAP

**Minimum Requirements:**

Flexible time commitment, 2-3 years baseball playing/coaching experience, strong communication skills, first aid knowledge, strong relational skills, passion for mentoring/coaching young men, general knowledge of MHSAA rules and regulations, commitment to and knowledge of the mission/vision of The Potter's House

**Preferred Requirements:**

3-5 years baseball coaching experience, bachelor's degree, first aid certification, CAP coaching level 1 completion/teachers certificate

**How to apply:**

Email/Mail: resume, cover letter, and completed job application (bottom of document)  
To: [khaskill@tphgr.org](mailto:khaskill@tphgr.org) or  
2465 28<sup>th</sup> St. Wyoming, MI 49519



**THE POTTER'S HOUSE HIGH SCHOOL  
PUMA ATHLETICS  
VARSITY HEAD COACH JOB DESCRIPTION**

The Head Varsity Coach is responsible for providing leadership and direction for the program which consists of: 1) Varsity student-athletes and assistant coaches; 2) Junior Varsity student-athletes and assistant coaches; 3) Middle School student-athletes and coaches; 4) K-6 student-athletes and coaches. The Head Varsity Coach is responsible for establishing the cooperation and coordination of all the levels of the program. In addition to the above, the Head Coach will be responsible for the following duties, tasks and areas:

**PRE-SEASON EXPECTATIONS:**

- A. Leads the team spiritual and character development
- B. Conduct oneself as a positive role model
- C. Establish goals and objectives for the season
- D. Conduct a preseason meeting with parents and student-athletes to discuss acceptable player behavior, practice procedures, schedules, substance abuse policy and other guidelines that relate to program management.
- E. All uniforms, clothing, signs, decals or any marketing material has to be approved and purchased through the Athletic Director.
- F. Responsible for arranging for equipment & uniform distribution prior to the season and turning in inventory to the Athletic Director.
- G. Hiring all assistants and sub-varsity coaches, with the input of the Athletic Director.
- H. Responsible to assure that all physicals and the school athletic codes properly signed and turned in to the athletic office prior to participating in any try-out, practice or event.
- I. Responsible for setting up any pre-season scrimmages..
- J. Working with the Athletic Director to plan any special events during home games.
- K. Setting up meetings with all K-12 coaches to ensure K-12 program development.
- L. Complete the online MHSAA Rules Meeting as required by that organization for the specific sport you are responsible.
- M. Turn in rosters to the Athletic Department.
- N. Turn in a uniform inventory to the Athletic Department.

### **IN-SEASON EXPECTATIONS:**

- A. Leads the team spiritual and character development.
- B. Conditioning and practices will begin and will be run in accordance with all MHSAA regulations. The season will conclude with the completion of the last scheduled regular season or MHSAA tournament game.
- C. Follow all by-laws in accordance with the Alliance League.
- D. Is responsible for all equipment and practice facilities.
- E. Communicating bus departure and arrival times to student-athletes and parents.
- F. Responsible for ensuring that all injured players are appropriately attended to and paper work filed. Injuries must be reported to the Athletic Director. An athlete injured seriously enough to need a doctor's attention will need the doctor's written permission to resume participation.
- G. Remain at practice or contests until all student athletes have been picked up.
- H. Ride with the team to all game and practices.
- I. Require appropriate behavior on road trips by supervising students on buses, lodging, and restaurants.
- J. Responsible to report results of all games to the media and Athletic Department.
- K. Will organize each practice at their respective levels.
- L. Must be able to effectively demonstrate and teach techniques.
- M. Must be knowledgeable of the rules and strategies of the game.
- N. Is responsible for all levels of the program, and should meet periodically with all assistant coaches to ensure program development and coordination during the season.
- O. Willing and able to scout games for the purpose of preparation for your teams success.
- P. Responsible for locker room supervision before and after practices and games.
- Q. Monitor academic eligibility of players.
- R. Will conduct a reasonable "open try-out" period in those sports where squad numbers are limited. Must have written criteria for the try-out.
- S. If cuts are necessary, they must be done one on one.
- T. Responsible for evaluation of all officials on the MHSAA web site (in sports requiring official evaluations). Also for the Alliance League in sports where they assign the officials.
- U. Responsible for having at least one parent meeting.
- V. Will help set up and tear down facilities both for practices and games.
- W. Will be a team player with other coaches and help build their programs as well as yours, we share students and need to make sure we are looking over the entire athletic department. Also help with keeping score, running the scoreboard, public address, etc. of other sports.

### **POST SEASON EXPECTATIONS:**

- A. Will determine award winners and host an end of season banquet.
- B. Will report to Athletic Director choice for winners of the athletic awards (to be handed out by the coach at the end of season banquet).
- C. Will attend and assist in the determination of the Alliance League All-Conference team.
- D. Responsible for the turn in and storage of all player equipment and uniforms.
- E. Responsible for preparing and/or storage of all practice equipment.
- F. Responsible for determining and preparing any equipment for reconditioning.
- G. Responsible for equipment inventory.
- H. Responsible for equipment and budget requests for the next season.
- I. Responsible for the evaluation of each coach in the program under the Varsity coach.

- J. Is directly responsible to the Athletic Director and shall keep the Director informed on all aspects pertinent to the conduct of their program.
- K. Will take part in an end of season evaluation meeting with the Athletic Director.
- L. Plan, organize and communicate an end of season banquet.

**OTHER DUTIES:**

- A. Assist students in obtaining athletic scholarships for advanced education.
- B. Establish a good working relationship with teaching staff to communicate needs of students experiencing academic difficulties.



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## Athletics Employment Application

Date of Application: \_\_\_\_\_

### PERSONAL DATA

Name of Applicant: \_\_\_\_\_  

Last
First
Middle Initial

Address: \_\_\_\_\_  

Street
City
State
Zip

Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Single/Married \_\_\_\_\_ Number of Dependents \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Foreign languages you speak / write fluently: \_\_\_\_\_

May we contact your present employer for a recommendation?  Yes  No  Contact Me First

### POSITION DESIRED

Position or positions applying for: \_\_\_\_\_  
 Full Time  Part Time

### EDUCATIONAL BACKGROUND

Level of Education	School / College or University	City / State	Dates Attended From / To	Degree Received
High School				
College / University				

## Work History

District Company	Supervisor Name	Phone	Position Held	Dates Employed

## REFERENCES

List the names and addresses of three persons not related to you who can speak with knowledge of your personal and professional qualifications for this position.

Name of Reference	Employer	Complete Address	Position	Phone Number

## GENERAL INFORMATION

If hired, when would you be available to start work? \_\_\_\_\_

How many years of coaching experience to you possess? \_\_\_\_\_

Are you CPR/First Aid certified? \_\_\_\_\_

Have you ever been discharged or requested to resign from a position? \_\_\_\_\_

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Can you certify that you are a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States? \_\_\_\_\_

## GETTING TO KNOW YOU

The Potter's House provides a Christ-centered education to children of all ethnic heritages and income levels, equipping them to serve God and society to their fullest potential. Please comment on how the mission and ministry of The Potter's House will fit with your personal sense of vocation and calling.

On a *separate page*, please write a paragraph response to each of the following questions:

1. Give a brief account of your Christian experience.
2. Why do you want to coach at The Potter's House?
3. Which Christian disciplines do you consider especially important for a follower of Jesus in today's culture?
4. Please share any additional information that would be helpful as we consider you for employment?

## THE POTTER'S HOUSE STATEMENT OF FAITH

We believe in the Triune God: God the Father, His Son Jesus Christ, and the Holy Spirit.

We believe that the Bible, God's Word, is infallible, reliable, and applicable to today's person, adult or child. The Bible is also a gift to use and to cherish.

We believe that each child is created in the image of God. The image is not restricted to any race, sex, or income level. The image of God gives each child an enormous, unique potential. Each child is a whole child possessing unique intellectual, creative, decisional, and emotional dimensions. The major goal of education is to bring each child into his or her full potential in conformance with the image of God.

We believe that the world was perfect at creation, but sin intervened, severing all people's perfect relationship with God and bringing consequences on every object and institution within the creation. God, in His love, provided Jesus Christ to pay the penalty for sin and restore each person to full favor with God. God freely calls people to accept the gift of salvation. God also requires that individuals and social groups follow in obedience to His word. He requires people to work to restore creation and overcome the consequences of sin both in the natural world and in society.

I accept without reservation the school's statement of faith,

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## CERTIFICATION AND AUTHORIZATION

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

I hereby acknowledge that I have read and agree to the above statement,

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*The Potter's House does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, handicap, or disability of limited English proficiency in any of its programs or activities. Any questions or inquiries related to the nondiscrimination policy, should be directed to the Superintendent's Office: The Potter's House, 810 Van Raalte Dr. SW, Grand Rapids, MI 49509, (616) 241-5720.*