

**Providence High School** is a diverse, mission-inspired community dedicated to preparing young people to thrive in a rapidly changing world. As an independent Catholic school in Burbank, California, we promote the common good and foster a culture of impact to fulfill our mission to be “steadfast in serving all, especially those who are poor and vulnerable.” Providence serves an ethnically diverse student population who live within 75 different zip codes. Providence High School enrollment for the 2021-2022 school year was 498.

Founded by the Sisters of Providence in 1955, Providence High School is the only school in the country that is part of a multi-state health care system. We are governed by an independent Board of Regents and accredited by the California Association of Independent Schools (CAIS), the Western Association of Schools and Colleges (WASC), and the Western Catholic Education Association (WCEA). Other memberships and affiliations include the National Association of Independent Schools, Independent School Management, SoCal People of Color in Independent Schools, California Teacher Development Collaborative, and Making Caring Common of the Harvard Graduate School of Education.

<b>POSITION TITLE:</b>	<b>Girls’ Soccer Assistant Coach</b>
<b>REPORTS TO:</b>	<b>Athletics Director</b>
<b>SUPERVISES:</b>	<b>N/A</b>
<b>FLSA STATUS:</b>	<b>Part-Time, Non-Exempt</b>
<b>PURPOSE OF THE POSITION:</b>	<b>Assists Girls’ Soccer Head Coach in fulfilling duties pertaining to the supervision and instruction of the student-athletes within the Girls’ Soccer program.</b>
<b>MAJOR RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success.</li> <li>2. Provides instruction that will lead to the formulation of moral values, strong work ethic, responsibility, teamwork, sportsmanship, self-discipline, leadership, and self confidence</li> <li>3. Maintains discipline and works to increase morale and cooperation within the school athletic program and school community.</li> <li>4. Models sports-like behavior and maintains appropriate conduct toward students, officials, and spectators.</li> <li>5. Supervises practices, games, and team trips.</li> <li>6. Updates knowledge of technical aspects for the assigned sport and willingness to continue to learn and examine new ideas pertinent to the assigned sport or coaching in general.</li> <li>7. Maintains inventory of uniform/equipment issue.</li> <li>8. Works with athletic director for scheduling.</li> <li>10. Establishes a policy with parents and players to address issues or concerns.</li> <li>11. Updates the athletic director frequently during season about any issues, concerns, or highlights.</li> <li>12. Submit Time Sheets in a timely manner at the direction of Payroll/HR. This is in accordance with the California Labor Law for non-exempt employees.</li> <li>13. Follows established procedures in the event of an injury</li> </ol>
<b>MINIMUM QUALIFICATIONS:</b>	

1. Ability to organize and supervise a sports program/team.
2. Preferred previous coaching experience in assigned sport.
3. Good role model.
4. Excellent verbal communication skills.
5. Demonstrated leadership and facilitative skills.

**TO SUBMIT AN APPLICATION:**

Please click this link to upload your application, including the following documents::

- **<https://providencehigh.formstack.com/forms/applicationdocs>**
- Cover letter explaining both interest in and qualifications for the position.
- Resume or CV
- Names, e-mail addresses, and telephone numbers of at least three references. References should include at least two direct supervisors.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skill required of employees so classified.

**Work Environment:** At Providence High School, equity, inclusion, and social justice are core to our mission. We are proud to be an equal opportunity workplace and embrace difference for the benefit of our students, families, faculty, and staff. Our goal is to create a diverse learning community where every employee is known, cared for, supported, and retained. As such, Providence is committed to maintaining a responsive and inclusive workplace free of discrimination, harassment, violence, and any other abusive conduct. Mindful of our mission to be expressions of God's healing love, we employ and support people of any race, ancestry or national origin, gender, gender expression, gender identity, sex, sexual orientation, marital status, age, religion, disability, veteran or military status, citizenship, or any other applicable legally protected status with all the rights and privileges generally accorded or made available to all employees of the school.