



Bellarmino
College Preparatory

Varsity Head Coach - Baseball

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory in San José, California invites applications for a seasonal head varsity coach for baseball. The Head Varsity Baseball Coach will report to the Athletic Director and will be responsible for setting short-term goals for the assistant coaches, team, and athletes, which coincide with the long-term goal of student-athlete growth within the athletic program. The overarching responsibility of this position is managing the program with professionalism and in line with the mission of Bellarmine College Preparatory.

Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular activities.

Bellarmino complies with the American with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

As a Role Model:

- Makes connections between athletics and the mission of Jesuit education.
e.g. brings team to masses, models compassionate behavior towards athletes, leads team with dignity.
- Creates an environment of fairness, commitment, and positive sportsmanship with all participants including parents, officials, and fans.
- Develops a strong positive rapport with the Bellarmine community.
- Represents Bellarmine positively to the outside community.

As an Educator

- Consistently establishes clear expectations of the athletes.
- Exhibits an extensive knowledge of the sport, including but not limited to, strategy, adjustments, and practice design.
- Communicates effectively and is accessible to both athletes and parents.
- Develops a strategic, cohesive, comprehensive plan for each practice, game, and season.
e.g. conditioning, workout drills, scouting and other appropriate tactics.
- Mentors athletes for advancement in their career at Bellarmine and/or college.

As a Manager

- Attends all required meetings related to the program (Bellarmine, WCAL, CCS).
- Communicates effectively, timely and accurately with the athletic department.
e.g. schedules-game & transportation, rosters, student eligibility, budget, etc.

- Effectively budgets for the program, including but not limited to, uniform/equipment, travel, and future expenses.
- Mentors and manages assistant coaches from tryouts to competitions.
- Creates a safe environment for athletes and coaches, including but not limited to, facility supervision, practice, competition, and locker rooms.
- With the assistant coaches, assesses equipment needs/requirements and manages the maintenance and security of current equipment.
- Oversees and assigns duties to assistant coaches within the program.
 - e.g. division of responsibilities, evaluation of assistant coaches, in conjunction with the athletic department manages new hires, and tracks certifications.
- Supports the mission and philosophy of the department and school.
- Abides by all department and school policies and regulations.
- Completes other duties and/or projects as assigned.

Minimum Qualifications Skills:

- High School Graduate or GED.
- Thorough knowledge of the sport of baseball with at least five years of coaching experience at the club, high school and/or collegiate level.
- Experience coaching and participating in baseball (at high school, collegiate, or professional level).
- Excellent organizational skills
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents.
- Ability to work effectively with staff and students at all levels, displaying a positive attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive.
- Demonstrated understanding and experience working with adolescents, and knowledge of adolescent development
- Working knowledge with Microsoft Office applications, and the ability to operate all other applicable software
- Self-directed with proven ability to assume responsibility, work independently, and creatively solve problems.
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames and with strong attention to detail, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events.
- Ability to perform the job safely with respect to others, property, and individual safety
- Must have strong references from past coaching positions (Club, High School, College).

Preferred Qualifications:

- Experience working with adolescents.
- Experience working in a Jesuit school.
- Bachelor's Degree from an accredited university.

- Experience running a multi-level program including managing a staff.
- Willing and able to continue education through coaching clinics and course work.
- Experience with season planning that includes setting and accomplishing short-term and long-term goals.

Physical Requirements:

- Ability to lift 25 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and/or on a mobile device/laptop/computer screen

General Information:

- This position is classified as Supplemental/Temporary; not eligible for benefits
- This is not a telecommuting position
- Work hours will vary depending, and will include working weekends and evenings

To Apply Online: Please complete the *Bellarmino Coaches Employment Application Form* located on our [employment web page](#) under Employment Applications, and send along with a resume and cover letter to hr@bcp.org. Please indicate *Head Baseball Coach* in the subject line of the e-mail.

To Send By Mail: Bellarmine College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
