



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Coach, Women's Tennis	Athletics	Director of Athletics	.56	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: The individual should be responsible for the oversight of the Women's Tennis program at Grace College.

General Responsibilities:

A. Duties:

1. Coaching:

- Teacher of the game of women's tennis.
- Conduct practices and conditioning sessions.
- Prepare athletes for matches, and coach during matches.
- Assign duties and responsibilities to assistant coaches with the approval of the Athletic Director.
- Supervise student athletes at all times from the time practice or activity starts until the student athletes leave. At no time during warm-up, conditioning, practice, or games should the student athletes be without supervision of a coach.
- Show respect for officials, press, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, administrators, and teachers.

2. Administrative Responsibilities:

- Coordinate the issuance, care, and inventory of equipment, supplies, and uniforms.
- Assist the Athletic Director in purchasing equipment, supplies, and uniforms for the sport.
- Assist the Athletic Director in developing a list of tennis needs for the annual sports budget.
- Monitor budget and maintain accurate expense records.
- Schedule matches for the sport in consultation with the Athletic Director.
- Coordinate the security of all facilities used by the team and coaching staff.
- Submit the team roster and the end-of-season report to the Athletic Director.
- Ensure proper completion of physical examinations and all forms relating to the examinations, waiver and release forms, and proof of insurance forms before a student athlete participates in practice.
- Coordinate the distribution, collection, and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion), and in the collection of fees from athletes for lost equipment and uniforms.
- Attend departmental meetings.
- Coordinate transportation for team members for all scheduled events. Including driving at times to away matches.
- Perform any other duties or responsibilities related to the coaching position as needed or directed by the Athletic Director.



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3. Recruiting and Fundraising:

- a. Set up all recruiting trips and meetings with recruits and do this in conjunction with the Athletics Director and Admissions office.
- b. Recruit student athletes who are a good fit for Grace.
 1. Research and review information regarding potential student athletes.
 2. Contact prospective student athletes and schedule trips to view their skills.
 3. Maintain ongoing correspondence with prospective student athletes and their families and serve as an information resource.
 4. Monitor prospective student status and input data into a database to keep track of recruiting details.
 5. Give campus tours to prospects if schedule permits.
 6. Negotiate incentives with consultation of Athletics Director to recruit student athletes.
- c. Handle all fundraising efforts of the sport with prior consultation with the Athletics Director.
 1. Research fundraising opportunities to determine appropriate projects to initiate.
 2. Develop creative fundraising activities and ensure that all details are managed appropriately.
- d. Manage the team scholarship program working with athletic admissions recruiting coordinator.

4. Student Mentoring and Leadership:

- a. Be a leader among the student athletes.
- b. Assist with the discipleship of the student athletes under your care by conducting Bible studies, meeting with players one-on-one, and being available for the team members.
- c. Coordinate in-season or out-of-season trips for team members in order to establish team unity and cohesiveness.
- d. Establish an environment in which athletes can gain self-esteem and develop a positive self-image.
- e. Demonstrate an interest in the classroom efforts and off-season activities of your student athletes, including periodic monitoring of academic progress of program participants.
- f. Provide leadership that promotes positive attitudes and good sportsmanship.
- g. Work with student athletes in a fair, understanding, and tolerant manner.
- h. Notify all members of the team of policies, procedures, and training rules as they pertain to the team.
- i. Be responsible for the conduct of the student athletes at practices and games.
- j. Promote unity within the coaching staff and within the framework of the athletic department.
- k. Provide ongoing individual support and guidance for team members.
- l. Monitor the academic status of each athlete to ensure that team members are maintaining eligibility.

5. Other Duties:

- a. Be responsible for awards presentations for your sport, including Faculty Awards Chapel and Gracepy Awards, etc.
- b. Establish highly competitive and respected teams within the bounds of good sportsmanship.
 1. Develop teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to rules of training and conduct.
 2. Promote the attitude among student athletes and coaches that winning is important but is secondary to good sportsmanship and the overall welfare of the athlete.



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6. Supervision:

- a. Supervise regular and student employees including interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
- b. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

Qualifications:

A. Minimum:

1. Two to three years of successful high school, college, or private coaching experience.
2. Proven ability to communicate effectively one-on-one, in small groups, and in public speaking contexts.
3. Proven ability to communicate ideas and priorities effectively to promote teamwork and achieve desired results.
4. Demonstrated strategic planning skills and an ability to assess the team's competitive strengths and vulnerabilities.
5. Demonstrated skill in making strategic recommendations to enhance the team's performance.

B. Preferred:

1. Bachelor's degree in the field of Physical Education, Sports Studies, or a related field.
2. Three to five years of successful college-level coaching experience.

Status: Part-Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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