



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Coach, Men's & Women's Tennis	Athletics	Director, Athletics	.73	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 Men's & Women's Tennis program at Grace College.

General Responsibilities:

- **Coaching:** Conduct practices and conditioning sessions. Prepare athletes for matches and coach during matches. Assign duties and responsibilities to an assistant coach with the prior approval of the Athletics Director. Supervise student athletes at all times from the time practice or activity starts until the student athletes leave. At no time 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.
- **Administrative Responsibilities:** Coordinate the issuance, care, and inventory of equipment, supplies, and uniforms. Assist the Athletics Director in purchasing equipment, supplies, and uniforms for the sport. Assist the Athletics 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 Athletics 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 Athletics Director. Ensure proper completion of physical examinations and all forms relating to the examinations, waiver and release form and proof of insurance form 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 for the collection of fees for lost equipment and uniforms by athletes. Attend departmental meetings. Coordinate transportation for team members for all scheduled events. Perform any other duties or responsibilities related to the coaching position as needed or directed by the Athletics Director.
- **Recruiting and Fundraising:** Set up all scouting, recruiting trips, and meetings with recruits on campus in conjunction with the Athletics Director and Admissions Office. Recruit student athletes that are a good fit for Grace. Handle all fundraising efforts of the sport. Manage the team scholarship program, informing and consulting with the Athletics Director.
- **Student Mentoring and Leadership:** Be a leader among the student athletes. 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. Coordinate in-season and/or out-of-season trips for team members in order to establish team unity and cohesiveness. Establish an environment in which athletes can gain self-esteem and develop a positive self-image. Demonstrate an interest in the classroom efforts and off-season activities of your student athletes, including periodic monitoring of academic progress of program participants. Provide leadership that promotes positive attitudes and good sportsmanship. Work with student athletes in a fair, understanding, and tolerant manner. Notify all members in writing of the team of policies, procedures, and training rules as they pertain to the team. Provide a copy to the Athletics Director



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at the beginning of each season. Be responsible for the conduct of the student athlete at practices and games. Promote unity within the coaching staff and within the framework of the athletic department. Provide ongoing individual support and guidance for team members. Monitor the academic status of each athlete to assure team members are maintaining eligibility.

- **Other Duties:** Be responsible for awards presentations for your sport, including Faculty Awards Chapel and the Gracepy Awards. Establish highly competitive and respected teams within the bounds of good sportsmanship.
- **Supervision:** Supervise regular and student employees to include interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems. 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:

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

Preferred: Bachelor's degree in the field of Physical Education, Sports Studies or a related field. 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.

Posted: 10/13/25