

# JOB DESCRIPTION



**JOB TITLE:** Junior Varsity Athletic Coach

**DATE:** 2025-2026      **DEPARTMENT:** Athletics/Student Life

**PAY SCALE:** \$2000-\$3300 Per season

**REPORTS TO:** Athletic Director, Athletic Operations Coordinator, Associate Head, Headmaster

**JOB SUMMARY:** Junior Varsity Coach is responsible for leading, developing, and mentoring the JV team within the school's athletic program. This role focuses on skill development, teamwork, and sportsmanship, while preparing student-athletes to advance to the varsity level. The JV Coach collaborates with the varsity coaching staff to ensure consistency in program philosophy, training, and competitive strategy.

## **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

### Player Development

- Teach fundamental skills, rules, and strategies specific to the sport.
- Foster athletic growth, teamwork, and personal character development.
- Provide constructive feedback and individualized coaching.
- Collaborate with the varsity coaching staff to align training methods, game strategies, and player evaluations.
- Assist with talent development and prepare athletes for varsity-level competition.
- Uphold the athletic department's philosophy, policies, and standards.
- Plan and run effective practices focused on skill-building, conditioning, and teamwork.
- Manage player rotations, substitutions, and game-day responsibilities.
- Promote a positive, disciplined, and inclusive team culture.
- Maintain accurate attendance, equipment, and uniform records.
- Communicate with parents, players, and school staff as needed.
- Ensure compliance with school, district, and league regulations.
- Represent the St. Johnsbury Academy Athletic Department in professional, civic, charity and alumni events.
- Perform other related duties incidental to the work described herein
- Explain and enforce safety rules and regulations. Complete and report student and staff accident reports timely to the Athletic Trainer and/or Athletic Director.
- The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.

## **REQUIRED SKILLS AND ABILITIES:**

- Previous playing and/or coaching experience (high school or higher level preferred) in the specific sport.
- Strong knowledge of rules, techniques, and strategies for the designated sport

- Ability to mentor, motivate, and positively influence high school athletes.
- Excellent communication, organizational, and leadership skills.
- Commitment to promoting academic success, sportsmanship, and student well-being.
- AED/CPR, NFHS Concussion, Coaching Principles, and First Aid and Safety certifications are required. Certification in ACE, ACSM, AFFA, and NSCA is preferred. Group exercise or personal training certification from an accredited organization a plus.

**ENVIRONMENTAL FACTORS:**

The majority of duties are performed in a standard athletic complex facility and/or on the playing fields. Some maintenance work on equipment may be necessary. Must have the ability to lift 50 lbs., with frequent lifting and/or carrying of objects or equipment weighing up to 25 lbs. and carrying such weights a distance of up to 50 yards. Other physical requirements include pushing, pulling, and reaching, frequent walking, standing, occasional bending, stooping and kneeling. Must be able to hear and speak clearly to communicate with students, parents and spectators. Vision such as excellent depth perception, reaction time, far vision, spatial orientation. Must have the ability to reason and make judgements.

Frequent work outside of regular work schedule may be required, including evenings and weekends. Moderate in-State travel is required with this position, with some minimal out of state travel.

**BACKGROUND CHECK AND FINGERPRINTING:** The Academy conducts criminal and motor vehicle record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Non-discrimination and Harassment Policy.

*St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment, we encourage and welcome applications from candidates of all backgrounds.*

**I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director. I have discussed any questions that I may have had about this position description prior to signing this form.**

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**Employee Signature**

**Date**