**Title:** Assistant Coach [High School Athletics]
**Job Type:** Part-time / Seasonal
**FLSA Status:** Non-Exempt
**Reports to:** Head Coach & Athletic Director
**Location:** Cristo Rey OKC High School - Oklahoma City, OK

## About Cristo Rey OKC Catholic High School

Cristo Rey OKC is a private, Catholic high school that combines rigorous college-preparatory academics with continuous professional work experience. Our mission is to provide financially accessible, high-quality, faith-based education to students from underserved communities.

## Position Overview

Cristo Rey OKC Catholic High School is seeking a motivated and committed Assistant Coach to support the Head Coach in leading one of our athletic programs. The Assistant Coach will play an important role in fostering skill development, teamwork, discipline, and sportsmanship among student-athletes, while encouraging academic achievement and personal growth.

## Reasonable Accommodation Statement

To perform this job successfully, the individual must be able to perform each essential function listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

## Mission Alignment Statement

The applicant must strive to support, model and reinforce the values and mission of Cristo Rey OKC as a private, independent, Catholic School.

## Essential Functions

- Support the Head Coach in planning and conducting practices, games, and team events.
- Provide individualized instruction and feedback to student athletes.
- Help foster a positive, disciplined, and character-driven team culture.
- Encourage academic success and balance between athletics and academics.
- Assist with game-day preparation, management, and communication.
- Serve as a role model for student-athletes through leadership, integrity, and sportsmanship.
- Ensure compliance with school policies, conference guidelines, and NFHS regulations.
- Safely operate a 12-passenger van and abide by all traffic rules and regulations.

**Qualifications**

- Previous coaching or playing experience preferred.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with the Head Coach, Athletic Director and Administration Team
- Must obtain CPR/First Aid certification (or willingness to obtain).
- Must complete all required background checks and certifications.
- Must hold a valid driver's license.
- This is a lay coaching position; teacher certification is not required.

**Supervisory Responsibility**

This position supervises some team managers and volunteers.

**Work Environment**

This position requires presence at scheduled practices which take place at the designated practice facility. Travel to both home and away games as well as tournaments is also required.

**Position Type and Schedule**

This is a part-time position that requires availability for practices outside the hours of a normal school day [7:30am to 3:30pm] during the regular season. Games occur in the evenings and some weekends. This position will work with the Athletic Director to establish and uphold a consistent practice schedule for athletes and coaches alike.

**Compensation**

Stipend provided and paid on a bi-weekly schedule. Amount is commensurate with experience.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Physical Demands**

This role may require physical abilities as outlined below:

| | | | |
|---|---|---|---|
| Stand | F | Reach above shoulder | O |
| Walk | F | Climb | N |
| Sit | O | Crawl | N |
| Reach Outward | O | Squat/Kneel/Bend | F |

| Lift/Carry | | Push/Pull | |
|---|---|---|---|
| 10 lbs or less | O | 10 lbs or less | O |
| 11-20 lbs | O | 11-20 lbs | O |
| 21-50 lbs | O | 21-50 lbs | O |
| 50+ lbs | N | 50+ lbs | N |

| | |
|---|---|
| N (Not Applicable) | Activity is not applicable to this occupation |
| O (Occasionally) | Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day) |
| F (Frequently) | Occupation requires this activity up to 33%-66% of the time (2.5-5.5+ hrs/day) |
| C (Constantly) | Occupation requires this activity up to 66% of the time (5.5+ hrs/day) |

**How to Apply:**

- Interested candidates should apply online through our website at cristoreyokc.org or submit a resume, cover letter, and three professional references to:
    - **Donald Lewis, Athletic Director**
      Email: **donald.lewis@cristoreyokc.org**
      Subject Line: *Assitant Coach Application , [Insert Sport] – [Your Name]*
- Position is open until officially filled.

**AAP/EEO Statement**

Cristo Rey OKC Catholic High School is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law.

**Signatures:**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of this position.

Employee _____ Date_____

Company Representative _____ Date_____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company deems necessary.