

DESCRIPTION

Head Tennis Coach (Boys Fall 2025) (Girls Spring 2026)

POSITION OVERVIEW: The Tennis Coach provides training to students who wish to improve their tennis skills and compete in tennis matches/tournaments. They develop training programs based on students' tennis skills and evaluate students' performance. They will also plan, schedule, and implement a regular program of training and attend all practices, competitions, meetings and activities associated with the sport. This position could be the coach of one team or both teams.

- Promotes the Faith and Teachings of the Catholic Church, Policies of the Diocese of Fort Wayne-South Bend, and Bishop Dwenger High School to all involved in the tennis program.
- Fosters a community spirit consistent with Bishop Dwenger High School and core values among coaches, student athletes and parents. Assures respect for the uniqueness of the individual athlete and develops the whole person, by demanding good sportsmanship, promoting positive coaching practices, communicating effectively with all constituents, and establishing and fostering a good relationship with student athletes, parents, faculty members, administrators, and coaches.
- Oversees the varsity and junior varsity teams and staff members.
- Organize and conduct practices and competitions.
- Follows and maintains knowledge of school policies and procedures relevant to the position.
- Instructs and demonstrates the skills and techniques necessary for individual and team achievement.
- Develop and coordinate a competitive tennis program by working closely with athletes on skill development, teamwork, and leadership.
- Ensures a certified coach is present at all practices and contests.
- Ensures that proper storage, maintenance and inventory of all athletic equipment and uniforms is adhered to.
- Works with AD office on all financial policies of the school, regarding the collection and disbursement of money, expenses and receipts.
- Maintains necessary records and completes required paperwork in a specified time and manner.
- Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
- Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
- Maintains a safe environment, including facilities, for student athletes at all times.
- Manages field care and maintenance of the facility.
- Ensures that medical and safety procedures are followed in the event of an athlete's injury.
- Other duties related to team coaching as assigned by the Athletic Director.
- Assisting students in developing and improving various tennis skills.
- Assessing students' tennis skills to determine areas in need of improvement.
- Identifying the learning styles that work best for each student and adapting all coaching methods accordingly.
- Attending students' tennis matches, competitions, and tournaments as required.

REQUIREMENTS

- Proven experience working as a Tennis Coach or Instructor preferably at the high school level
- Ideal candidate has experience playing tennis at a competitive level.
- The ability to motivate and build relationships with student athletes.
- Excellent organizational, analytical, and problem-solving skills.
- Exceptional communication skills.
- A passion for tennis.
- Must possess effective coaching techniques and skills.
- Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
- Knowledge of the IHSAA/NFHS/Summit Athletic Conference athletic rules and regulations
- Undergo a criminal background/safe environment check.

Application Deadline: until the position is filled.

Start Date: As soon as possible for the Fall 2025 season (Boys) and Spring of 2026 (Girls).

Location: Bishop Dwenger High School, Fort Wayne, IN

Contact: Greg Slee, Athletic Director

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