



Job Title: Sports Coach / Instructor

Sports: Flag Football, Volleyball, Basketball, Track

Student Age Groups: Middle School & High School

Reports To: Athletic Director

Classification: Part-Time / Seasonal (as applicable)

Salary: \$40 hourly

Position Summary

The Post Oak School is looking for adults who are passionate about their work and have an optimistic view of the capacities of teenagers. We are deeply committed to diversity, equity, inclusion, and justice work and are particularly interested in applicants who come from diverse backgrounds, who can participate within a diverse community of faculty and staff, who can contribute to the development of an inclusive curriculum, and who can support a culturally diverse body of students. The Coach/Instructor is responsible for helping students realize their athletic potential through high-quality instruction, mentorship, encouragement, and positive role modeling. This role supports both skill development and character growth while fostering teamwork, confidence, discipline, and sportsmanship.

Key Responsibilities

The Sports Coach/Instructor plans, organizes, and delivers age-appropriate athletic programming for middle and high school teams and individuals. Responsibilities include:

- Collaborating with the Athletic Director and Physical Education team to ensure program alignment across middle and high school levels
- Teaching sport-specific skills, game strategies, tactics, and techniques appropriate to developmental and competitive levels
- Planning and implementing structured practices and training programs that support skill progression and physical conditioning
- Monitoring and evaluating individual and team performance, providing constructive feedback and encouragement
- Identifying student-athletes' strengths, growth areas, and leadership potential
- Promoting a positive, inclusive, and respectful team culture consistent with Post Oak School values

- Supporting student-athletes' physical, social, and emotional development through athletics
- Completing basic administrative tasks, including attendance, equipment organization, communication, and scheduling support
- Assisting with athletic program promotion and development initiatives
- Attending and coaching at practices, games, meets, and competitions, including away events
- Safely transporting middle and high school students to away games and athletic meets by driving the school 14 seat activity bus, as required (training provided)

Required Qualifications

- Previous coaching or instructional experience with middle school and/or high school-age athletes
- Knowledge of one or more of the following sports: flag football, volleyball, basketball, and/or track
- Strong communication, leadership, and organizational skills
- Demonstrated ability to motivate, guide, and support adolescent learners
- Valid driver's license with a clean driving record and ability to meet school requirements for operating the 14-seat activity bus (training provided)
- Commitment to student safety, inclusion, and professionalism

Preferred Qualifications

- Coaching certifications or formal training in sports instruction
- Prior experience in a school-based or youth athletic program
- CPR and First Aid certification (or willingness to obtain)

Physical & Schedule Requirements

- Ability to actively lead practices, demonstrate skills, and supervise games and meets
- Availability for after-school hours and occasional weekends, depending on the athletic season

Equal Opportunity Statement

The Post Oak School is an equal opportunity employer and values diversity in its community. We encourage applicants who are passionate about adolescent development, athletics, and student well-being to apply.