



All Saints
Catholic

All Saints Catholic Schools
217 S. Monroe St.
Bay City, MI 48708
(989) 892-2533
ascbaycity.org

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

Job Posting

Position: High School Head Softball Coach

Status: 2025 Softball Season

Reports to: The President and Athletic Director

Major Duties and Responsibilities

- Foster among the participants and spectators an appreciation of the values of athletics, a desire to perform at the highest level, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
- Direct the training, conditioning, and performance of the softball program and lead / supervise the assistant coaches in their efforts with teams assigned to them.
- Demonstrate current knowledge of strength and conditioning programs for softball. Execute such programs during the off-season within the parameters of MHSAA regulations.
- Emphasize the importance of academic excellence and assist in monitoring and maintaining high academic standards for members of the softball program.
- Make recommendations to the athletic director and president regarding the hiring and/or retention of assistant coaches.
- Direct, supervise, and evaluate regularly the performance of all assistant coaches.
- Demonstrate a strong knowledge of MHSAA rules.
- Promote the program within the school and community.
- Work cooperatively with other head athletic coaches in order to operate a well-balanced athletic program.
- Collaborate with the athletic director in the preparation of schedules for the team.
- Recommend to the athletic director the type and amount of equipment and supplies needed to conduct the softball program. Provide for the inventory and care of equipment.
- Ensure that all athletes have valid medical examinations and other required qualifications before they are allowed to practice.
- Assist the athletic director to ensure that lists of all players eligible for athletic contests are prepared and maintained under rules of the MHSAA.
- Recommend to the athletic director and president those students who qualify for a varsity letter or junior varsity/freshman certificate.
- Engage with the parents of the members of the softball program in a positive and constructive manner.
- Develop a relationship with the local youth softball program and establish a presence with youth softball via summer camps and coaching clinics.



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- Embrace and support the mission of the school.
- Prepare training/practice sessions, meet preparations, and team travel arrangements
- Perform other duties as assigned by head coach and/or Athletic Director

Professional Responsibilities

- Support the mission, vision, values, and goals of the school.
- Create, plan, and teach fundamentals of the sport to a diverse student population.
- Effectively and consistently communicate and interact with coaching staff, students, parents, staff, and community, while enthusiastically demonstrating and modeling good sportsmanship.
- Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Commitment to develop and condition student athletes, in and out of season per MHSAA regulations.
- Ability to build and maintain an atmosphere of fun and mutual respect.
- Ability to work collaboratively with administration and teaching staff.
- Maintain appropriate records and follow required procedures and practices.
- Monitor appropriate use and care of equipment, materials, and facilities.
- Attend periodic athletic department meetings
- Attend monthly athletic club/boosters meetings
- Available to student athletes 30 minutes before and after practices and events.
- Assist Athletic Director and other staff with event set up and clean up.

Candidate Profile / Qualifications

- Successful high school or college experience in softball
- Experience as a coach/assistant coach
- Demonstrate working knowledge of softball
- Character based coaching system; promotes trust, hard work, loyalty and integrity.
- Ability to communicate effectively with parents, administration, players, and staff.
- Leadership qualities that include a positive attitude, energy, and sportsmanship.
- Knowledge of weight training and conditioning techniques.
- Can demonstrate ability to plan, organize and teach fundamentals and techniques to student-athletes.
- Provide a clear direction, goals and objectives for program success.
- Ability to instill, enforce and provide fair discipline with assistance from the Athletic Director and school President.



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- Ability to communicate clearly with the Athletic Department.
- Knowledge of CPR and First Aid required

Additional Requirements

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required before any coaching duties can be performed.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

Contact Information: Email letter of intent, résumé, list of professional references and DOS application to: sarah.anderson@ascbaycity.org

Sarah Dowling-Anderson
President of All Saints Catholic School
Middle School and High School Principal

217 S Monroe St
Bay City, MI 48708
989-892-2533
989-892-7188 (fax)

Deadline to apply: January 20th, 2025