



## JOB DESCRIPTION

TITLE: **Sports Academy Coach**

DEPARTMENT: **Recreation**

CLASSIFICATION: **Part Time**

FLSA STATUS: **Hourly Non-Exempt**

IMMEDIATE SUPERVISOR: **Facility/Athletic Manager**

PAY LEVEL: \_\_\_\_\_

### **JOB SUMMARY**

Under the direction and supervision of the Facility/Athletic Manager, this position will supervise and instruct multiple athletic programs to children ages 2 and up. This position requires adaptability to a flexible schedule including weekday and weekend hours.

### **EDUCATION, EXPERIENCE & TRAINING**

- High school diploma or equivalent.
- Must be able to properly demonstrate athletic skills and techniques for various sports.
- Must be able to work weekends and evenings.
- Must have a valid driver's license and use of a vehicle.
- At least 4 years playing sports at a competitive level.
- CPR/First Aid certified or the willingness to obtain certification within first six months of employment.

### **KNOWLEDGE, SKILLS & ABILITIES**

- An ability to establish a rapport with children, participants, parents, and staff.
- An ability to work effectively with the public and staff and exercise good judgment in dealing with people.
- Previous experience in teaching or instructing youth athletic programs.
- An ability to apply knowledge of sports and proper techniques to children of all ages in a group setting.
- An ability to apply knowledge of proper safety requirements and precautions to children ages 2 & up.
- An ability to display excellent customer service skills.
- An ability to maintain self-control and composure in high stress and/or difficult situations.
- Possess enthusiasm and drive with a desire to accomplish goals and objectives.

### **DUTIES AND RESPONSIBILITIES**

- Organize and create lesson plans for specified program and/or camps.
- Provide instruction, maintain control, and promote good sportsmanship at all times.
- Instruct participants of different abilities and adapt instruction appropriately.
- Treat children in a positive manner that encourages individuality and self-esteem.
- Thorough knowledge of curriculum will be necessary for programs to be run efficiently and effectively.
- Demonstrate and teach children of all ages the basic skills of specified sports as expected by supervisor.
- Work alongside other assigned staff to complete specified tasks and/or programs.
- Keep class attendance records and report back to supervisor at conclusion of each session.
- Assist in keeping facility, supplies and equipment clean and safe by reporting breakage and safety problems.
- Assist in setting up/cleaning up designated area before, during and after each session.
- Familiarize with and abide by all park district policies and procedures.
- Complete other duties as assigned by the Facility/Athletic Manager.
- Wear the required uniform in order to be clearly identified as a park district employee.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Work as a team player with co-workers and in conjunction with other departments.

## **Sports Academy Coach**

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### **PHYSICAL REQUIREMENTS**

Talking/Hearing: To train and effectively communicate with children, parents, co-worker and supervisor.

Standing: To supervise children and communicate with parents.

Walking: To supervise children and demonstrate different athletic skills.

Reaching: To retrieve needed supplies and work with children.

Lifting: To retrieve supplies.

Pulling: To open doors, drawers, and cabinets to retrieve supplies.

Pushing: To close doors, drawers and cabinets.

Crouching: To work with and communicate with children at their level and demonstrates athletic skills.

Seeing: To obtain information from written materials and observe the safety of the classroom.

### **COGNITIVE CONSIDERATIONS**

Must have the ability to read, write, and organize materials. Must be able to follow directions and relate to people in a professional manner. Must exhibit good safety awareness and judgment. Strong voice and listening skills. Adjust cognitive thoughts from adult to child; and children to adults.

### **FSLA**

This is a part time hourly, non-exempt position

### **HOURS**

Hours will be set by the Facility/Athletic Manager and will require nights and weekends and may vary by season.

Created: June 2020

