POSITION DESCRIPTION
TOWN OF GRAY MAINE

POSITION TITLE: YOUTH PROGRAM COACH/INSTRUCTOR: 11/04/2019

Narrative: Under the direction of the Recreation Programmer, the Youth Program Coach is responsible for leading and facilitating sports instruction, including but not limited to: warm-ups, stretching, leading games and/or exercises in a particular sport, and teaching good sportsmanship.

Sports may include soccer, gymnastics, basketball, softball, lacrosse, volleyball, field hockey, and/or track and field. This job description may represent a single sport or represent all (or additional) sports if skilled to do so.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Facilitate, monitor and insure a positive, safe and fun experience for program participants;
- Act as a positive role model at ALL times;
- Plan and direct both small and large group activities as assigned and be an active participant in athletic/program activities;
- Be responsive to the needs of participants and able to provide guidance and individual attention to participants when needed;
- Keep documentation/notes pertaining to program participants- injuries, behaviors, concerns, etc.;
- Provide positive, age-appropriate and approved discipline techniques when needed;
- Keep Directors informed of any parental concerns that need to be addressed;
- Program set-up and clean-up;
- Attend all scheduled meetings, workshops and trainings;
- Ability to demonstrate and lead activities and games;
- Other duties as assigned.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

- Prior experience with preschool and/or elementary school age children (such as volunteering, tutoring, babysitting, coaching/officiating) a plus.
- Be willing to obtain CPR/First Aid/AED certification.
- Strong communication and listening skills.
- Ability to interpret, understand and effectively carry out oral and written directions.

Knowledge, Ability, Skills

- Enjoys working with children.
- Strong leadership role and ability to speak in front of group.

Physical Requirements/Other

- Ability to lift up to 50 lbs.
- Minimum age of 16 years preferred (under age 16 requires a work permit).
- Must pass a background check.
- Ability to work outside in summer heat.
- Frequent standing, bending, sitting, walking, running and lifting.
- We reserve the right to adjust program schedule based on registration numbers.

**Acknowledgement**

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: ___________________________ Date: ________________________

Name of Supervisor: _________________________ Date: ________________________