

Job Title: Sports Performance Coordinator

Department: Athletics

Reports To: Director of Athletics and Building Administration

Location: Acton-Boxborough Regional High School

Length of Contract: Annual, Part-Time

Salary: \$15,000 - \$20,000

Job Summary

The Sports Performance Coordinator will act as a student-focused leader and extension of the Director of Athletics within the Acton-Boxborough Athletic Department, responsible for establishing and maintaining an overall performance, strength, and conditioning program for all sports. The Sports Performance Coordinator will work with all stakeholders to ensure administrative, equipment, safety, and compliance requirements are satisfied, regularly communicating with the Director of Athletics on the topics of departmental needs, wants, inventory, and administration, and collaboratively work to build a strong culture and well-balanced, student-first program. The successful candidate will work cohesively with every coaching staff and the Certified Athletic Trainer to ensure student-athlete growth and competitive success, reduce the likelihood of injury, and engage student-athletes to become lifelong learners of fitness and movement skills. Further, the professional Sports Performance Coordinator will provide key supervision and scheduling oversight for the Fitness Center, and will become a valuable member of the Acton-Boxborough Athletic Department, as well as an important contributor to the overall AB community.

Essential Job Duties and Responsibilities

- Design and implement sports performance, including strength training and conditioning, programs in-season, off-season, and pre-season for all school-sponsored male and female athletic programs in a manner that reflects research-driven, evidence-based practices.
- Work in cooperation with the Certified Athletic Trainer and school nursing staff in the rehabilitation and strengthening of injured athletes, including, but not limited to graduated concussion return-to-play protocols.
- Coordinate with the Certified Athletic Trainer and school nursing staff to ensure injuries are appropriately referred and documented, coaches are aware of and follow guidelines, and safety equipment, student eligibility, and emergency contact information are obtained and properly prepared and documented.
- Evaluate, maintain, supply, collect, inventory, and request repairs to athletic and/or fitness center equipment, as needed, in collaboration with the Physical Education and Athletic Departments.
- Make recommendations to the Director of Athletics regarding facility upkeep, upgrades, and design.
- Design and implement policies and procedures for the sports performance program in accordance with the *NSCA Strength and Conditioning Professional Standards Guidelines*.

- Develop systems for tracking student-athlete attendance and student-athlete progress in conjunction with the sport coaches.
- Conduct an annual needs-analysis for each sport team in conjunction with the sport coach and the Certified Athletic Trainer at the conclusion of each sport season.
- Complete an annual budgetary proposal for the program that includes routine maintenance and purchase of new equipment.
- Determine and reinforce expectations for student-athlete conduct that mirror the school's expectations for curricular and extra-curricular activities, as stated in the school's Student Handbook.
- Implement and actively use District and Athletic Department-approved social media channels to promote the sports performance program and student-athletes.
- Support and give the Director of Athletics recommendations to further build a strong culture and unified, District-wide athletic program.

Peripheral Job Duties and Responsibilities

- Assist high school athletic coaches with issues around programmatic and/or parent/community concerns and communicate such to the Director of Athletics.
- Communicate with the Director of Athletics and Building Administration, as needed, regarding student/staff/community issues.
- Conduct an annual evaluation of departmental staff, including the design of professional development activities.
- Coordinate and supervise open fitness center time for students/faculty/staff throughout the week, including offering suggestions and/or creating programs to be followed.
- Explore, coordinate, and supervise an extracurricular novice level program exposure for grades 7 – 8 that serves as a sports performance introduction reflecting research-driven, evidence-based practices.
- Perform other related duties as assigned by the Director of Athletics and/or Building Administration.

Required Qualifications

- BS in Kinesiology, Exercise Science, or other related field
- Current professional certification, such as NCSA Certified Strength and Conditioning Specialist® (CSCS®)
- CPR/AED/First Aid Certification (or willingness to acquire such)
- Strong working knowledge and teaching skills in analysis and techniques of strength training
- Strong motivational abilities
- Evidence of ability to interact positively with student-athletes, colleagues, and the public
- Evidence of strong organizational skills and effective oral and written communication skills
- Knowledge of universal hygiene precautions and protocols
- Knowledge of current NSCA Strength and Conditioning Professional Standards and Guidelines

Preferred Qualifications

- Experience and/or expertise in strength and conditioning programming for high school populations
- Familiarity with a wide variety of individual and team sports
- Demonstrable understanding and use of equitable practices

Physical Requirements

Ability to demonstrate the appropriate skills and techniques to be used by the athletes. Ability to visually monitor athletes and provide physical intervention, if necessary. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving equipment/boxes up to 50 lbs.

Equipment/Materials Handled

Must know how to operate strength training equipment, automated external defibrillator (AED), and sports aid equipment.

Work Environment

Must be able to work within various degrees of noise, temperature, and air quality. Work surfaces will vary from concrete, to asphalt, to grass, to turf, to hardwood floors, etc. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Evening and some weekend work may be expected. Must be able to work under stressful conditions.