

Coach

Dept/Div: *Community Services and Recreation*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs semiskilled work on the coaching staff of the team, providing organizational, administrative and skills based direction to the program, traveling as needed with the team to functions related to the program, and related work as apparent or assigned. Work is performed under the limited supervision of the related head coach, administrator or coordinator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides guidance to team members.

Acts as a role model and skill based coach for ongoing development and feedback.

Provides constructive feedback to team members and parents related to program based skills.

Creates and maintains applicable records, reports and files.

Knowledge, Skills and Abilities

General knowledge of related industry, organization and department policies, procedures, guidelines and best practices; general knowledge and understanding of sport rules, regulations and expectations; general knowledge of student behavior management techniques; general knowledge of sport tools, supplies and equipment; general knowledge of maintenance of sport tools, supplies and equipment; general skill using registration software; general skill using standard sport equipment, tools and supplies; general skill using standard office equipment and related hardware, software and peripheral equipment; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to coach students in a constructive moral building manner; ability to assist with promotional efforts to increase program involvement; ability to manage inventory of program supplies and equipment; ability to travel to related functions for the team; ability to establish and maintain effective working relationships with similar professionals, students, team members, parents and the general public.

Education and Experience

High school diploma or GED and minimal experience as a coach, providing instruction or coaching to youth, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, reaching with hands and arms and lifting; work requires distance vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

CPR/First Aid certification required within (1) month of hire.

NASP certification preferred.

Experience as a coach, providing instruction or coaching to youth is preferred.

Valid driver's license in the State of Minnesota.

Last Revised: 11/22/2017