



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

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HEAD COACH – CLUB SPORTS Job Description

Reports to: Programs Director

Pay Rate/Status: Starts at \$14/hour (FLSA non-exempt, seasonal)

General statement of duties: Responsible for coaching athletes in their designated club sport, helping youth grow holistically as both athletes focusing on skill development and teamwork, as well as developing responsibility, interpersonal skills and work ethic; does related work as required.

Distinguishing features of the class: An employee in this classification is responsible for the design and implementation of practices and games in their designated club sport. Works as a lead for any volunteers, including directing work and providing feedback. Work is performed under the supervision of a Recreation Program Director who reviews work primarily based on direct observation and feedback from participants and their guardians. Supervision is not typically a responsibility of positions in this classification.

EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Leads athletic instruction and motivation of youth players.
- Demonstrates, leads and monitors sports practices, drills, conditioning and play for safety and proper techniques.
- Responsible for management of equipment (transport, set up, tear down) and uniforms including distribution to players and collection.
- Maintains appropriate records regarding athlete participation.
- Serves as a positive role model for the athletes in the program.
- Maintains a positive and professional relationship with team members, parents, and volunteers.
- Maintains positive public relations by representing the district to the public in a positive and professional manner at all times.
- Provides excellent customer service.
- Responsible for preparing the practice site and cleaning up at conclusion of practice. Adhering to 509J facility use agreement
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge: Considerable knowledge of respective sport components; principles of coaching youth; safety practices and precautions in performing related class activities.

Skills: Leading and coaching youth athletes in a safe and effective manner; working in high stress environment; problem solving; First Aid and CPR.

Abilities: Communicate directions/instructions both verbally and by demonstration; observe and correct improper techniques; modify activities for individual needs; select drills and activities that are appropriate and interesting to participants; counsel and motivate participants in the areas related to sport.

Experience and training: Prefer two years of work experience coaching specific sport, two-years previous related work experience coaching youth; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

KEY ATTRIBUTES:

1. **LEADING OTHERS:** The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.

- Inspires others with a compelling vision.
- Empowers others to accomplish common goals.
- Represents a positive, motivational example for others to emulate in becoming leaders.
- Supports others through providing clarity, direction, organization, and purpose.

2. **SELF MANAGEMENT:** The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

- Independently pursues business objectives in an organized and efficient manner.
- Prioritizes activities as necessary to meet job responsibilities.
- Maintains required level of activity toward achieving goals without direct supervision.
- Minimizes workflow disruptions and time wasters to complete high quality work within a specified time frame.

3. **DIPLOMACY AND TACT:** The ability to treat others fairly, regardless of personal biases or beliefs.

- Maintains positive relationships with others through treating them fairly.
- Demonstrates respect for others.
- Understands and values differences between people.
- Respects diversity in race, national origin, religion, gender, lifestyle, age, and disability.

4. **INTERPERSONAL SKILLS:** The ability to interact with others in a positive manner.

- Initiates and develops business relationships in positive ways.
- Successfully works with a wide range of people at varying levels of organizations.
- Communicates with others in ways that are clear and concise.
- Demonstrates ease in relating with a diverse range of people of varying backgrounds, ages, experience, and education levels.

5. **TEAMWORK:** The ability to cooperate with others to meet objectives.

- Discards personal agenda to cooperate with other team members in meeting

objectives.

- Contributes positively and productively to team projects.
- Builds and sustains a trust relationship with each member of the team.
- Supports other team members and team decisions.

6. RESULTS ORIENTATION: The ability to identify actions necessary to complete tasks and obtain results.

- Maintains focus on goals.
- Identifies and acts on removing potential obstacles to successful goal attainment.
- Implements thorough and effective plans and applies appropriate resources to produce desired results.
- Follow through on all commitments to achieve results.

7. PROBLEM SOLVING: The ability to identify key components of a problem to formulate a solution or solutions.

- Analyzes all data relative to a problem.
- Divides complex issues into simpler components in order to achieve clarity.
- Selects the best options available to solve specific problems.
- Applies all relevant resources to implement suitable solutions.

Physical demands of the position: While performing the duties of this position, the employee is frequently required to stand, bend, kneel, crouch, and stoop. The position requires mobility including the ability to move materials weighing up to 50 pounds on a regular basis such as sports equipment, inventory, and written materials. Use of arms, wrists, and hands, including manual dexterity and coordination, are required over 80% of the work period. The duties of this position are generally performed outside. Exposure to seasonal temperature extremes is possible. Exposure to loud noise is low to moderate, but never necessitates the use of ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Necessary Special Requirements: Possession of or ability to obtain current First Aid and CPR/AED certificates and other certifications as required; ability to successfully pass a criminal background check.

ADDITIONAL INFORMATION:

Hours/Shift: Position will work variable hours based on the sports season start and end times. Additional hours may be available or required for extended sessions, meetings and trainings.

Equal Opportunity Employer