

## LINDENHURST PARK DISTRICT

### JOB DESCRIPTION

Job Title: Athletics Sports Coach  
Classification: Part Time, Hourly  
Salary Range: \$12-\$28/hr  
Department: Recreation



#### JOB SUMMARY

The Sports Coach is responsible for providing instruction on a variety of sports including but not limited to basketball, volleyball, baseball, soccer, field hockey, kickball, softball and flag football. The Sports Coach will supervise and provide instruction to youth participants with various ability levels, adapt coaching as necessary, maintain control of the class and promote good sportsmanship at all times. Thorough knowledge of sports curriculum is necessary to ensure programs run efficiently and effectively. Hours of work are to be set by the Athletic Program Manager and may vary by season, including nights and weekends.

#### JOB DUTIES

- Ensure safety of all program participants and staff, look to Athletic Program Manager for direction in an emergency
- Create a safe, supportive, interactive and engaging environment for youth
- Assist in the set up and clean-up of program supplies and equipment and keep the facility, supplies and equipment clean after each use
- Implement sports curriculum as provided by the Athletics Program Manger
- Responsible for engaging in activities with participants at all times
- Show compassion, concern, and interest in the participants
- Establish constructive relationships and interact as a positive role model for youth
- Create relationships of trust with participants, parents/guardians
- Possess enthusiasm and drive with a desire to accomplish goals and objectives
- Maintain consistent and open communication with all participants and Athletic Program Manager
- Maintain accurate attendance, instructional and other records as necessary
- Communicate with other Park District staff, supervisors and team leaders as needed
- Maintain cleanliness of program site at all times
- Keep all supplies neat and in an orderly fashion
- Seek assistance from Athletic Program Manager in behavior and discipline concerns
- Maintain good public relations and be an enthusiastic supporter of the Lindenhurst Park District
- Attend all training and meetings as required
- Complete CPR and First Aid training
- All other duties as assigned within reasonable scope of role

#### STAFF EXPECTATIONS

This position requires the ability to demonstrate leadership, initiative, and creativity in order to establish and direct a comprehensive recreational program. Ability to effectively supervise school-aged children, lead activities, and provide positive discipline. Be a role model to participants and other staff members. Communicate appropriately and effectively to participants, families, coworkers and general public. This person must have the ability to produce accurate work on a timely basis and to perform duties with initiative, persistence, creativity, integrity, good judgment, tact and courtesy. Knowledge of Lindenhurst Park District's properties, facilities, and staff.

#### SAFETY & LOSS CONTROL

Obey and enforce safety rules and procedures as listed in the Staff Manual, the Safety Manual for Staff and Volunteers, and with applicable sections of the Personnel Policy Manual(s).

Ensure that all personnel and volunteers receive instruction and understand the safe use of equipment and materials specific to each job/task they may undertake. Current first-aid and CPR certificate or ability to certify upon hire is required. Should be familiar with the use of current safety precautions used in recreation and park settings. Ensure availability of appropriate personal protective equipment and first-aid kits. Set a good example by properly wearing/using the equipment. Continually observe and evaluate work conditions and practices. Correct unsafe conditions and practices immediately upon discovery.

Report all incidents, accidents, and injuries promptly. Comply with all reporting requirements and follow-up investigating procedures to remedy unsafe conditions.

#### EMPLOYMENT STANDARDS

Academic Preparation – Training, Experience & Desirable Attributes - Must be at least 16 years of age. Preference is given to applicants with experience working with children, sports and recreational activities involving children. This position requires the ability to demonstrate initiative and responsibility in order to assist in the establishment of a comprehensive recreational program. Positive attitude, ability to work collaboratively and to solve problems. Can-do attitude, and ability to take initiative.

Lindenhurst Park District will conduct a criminal background check on all applicants for this position.

Employees are required to furnish proof of citizenship or right to work by completing the federal Form I-9 and proving the appropriate supporting documentation within the first three days of employment. Employees may also be required to furnish the Lindenhurst Park District with a certified proof of date of birth at the time of hire.

The staff may terminate employment with the Lindenhurst Park District at any time and the Park District reserves the similar right.

#### SIGNIFICANT RESPONSIBILITY

Due to the nature of the Athletic Sports Coach position and the parks and recreation field, this person is expected to work a schedule that fulfills the objectives of the Lindenhurst Park District including and without limitation, attending work related meetings during early morning and some evening hours.

#### PSYCHOLOGICAL CONSIDERATIONS

The Athletic Sports Coach must assist in resolving differences and problems that arise with citizens, participants, personnel, and volunteers with immediate supervisors. Staff may also have to work under stressful situations when first-aid or CPR is required.

#### PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS

Employee performs activities both indoors and outdoors. Indoor environment conditions will include lighting and temperature. Employee will periodically perform activities outdoors as well. Outdoor environmental conditions will include temperature (extreme heat).

Sitting – occasionally	Walking – frequently	Strength – Up to 40lbs; up to 100lbs with assistance
Climbing – occasionally	Balancing – occasionally	Stooping – frequently
Kneeling – occasionally	Crouching – occasionally	Crawling – occasionally
Reaching – frequently	Handling – frequently	Feeling – occasionally

**PHYSIOLOGICAL CONSIDERATIONS**

Will need to respond quickly and accurately. Must be able to work and communicate effectively with the volunteers, participants, parents, media, staff, etc.

**COGNITIVE CONSIDERATIONS**

Employee must be able to follow directions and perform work activities as described. Must be able to read and understand written materials and manuals and follow rules and verbal instructions. Must possess good safety awareness and judgment.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of the Lindenhurst Park District, in accordance with State and Federal law to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person's ability to perform the essential functions of his/her job, association with a person with a disability or unfavorable discharge from military service.

I UNDERSTAND AND WILL COMPLY WITH ALL AREAS WITHIN THIS POSITION DESCRIPTION AND ANY AND ALL OTHER PARK DISTRICT POLICIES, RULES AND GUIDELINES AS PROMULGATED PERIODICALLY.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Please Print Full Name of Employee)