



JOB DESCRIPTION

POSITION TITLE: Youth Sports Assistant

DEPARTMENT: Public Services –
Leisure Services

REPORTS TO: Recreation Supervisor

FLSA CATEGORY: Non-Exempt

EMPLOYMENT CLASSIFICATION: Seasonal

PAY TYPE: Hourly

RANGE: LS – Range 2

LATEST REVISION DATE: 7/2013

POSITION SUMMARY

The Youth Sports assistant is responsible for assisting the instructor in planning, coordinating and running drills and activities for program participants. The instructor is also responsible for providing a safe, fun and comfortable atmosphere for all.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with planning, leading, organizing and supervising drills and activities.
- Serves only registered participants.
- Checks facilities and play areas on a daily basis for unsafe situations.
- Reports all significant events, problems, issues, or occurrences to immediate supervisor as needed.
- Observe and follow safety rules at all times.
- Wear your staff shirt at all times, unless otherwise stated by your immediate supervisor.
- Develop a positive relationship with program participants, their families, and general public.
- Reports to work on time, and does not leave their job until closing or unless directed by their immediate supervisor.
- Assure all participants are safely departed before breaking or leaving for the day.
- Assures the safe keeping of all equipment.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of specific sport.
- Ability to work well with children – personable, enthusiastic, patient
- Ability to lead – good leadership qualities
- Ability to physically work with children throughout the coaching process – good physical condition
- Ability to interact with parents/guardians when necessary

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Experience in working with children
- Experience playing and/or coaching specific sport
- Current CPR, First Aid & AED certification or must be able to obtain certifications.

Additional Requirements

- 18 years of age or older preferred
- Must have transportation means to and from work site.

PHYSICAL DEMANDS

- Position includes physical activity as needed for instruction

SPORT SPECIFIC DETAILS

- **Flag Football**
 - Season runs from mid-September through mid-late October
 - Time commitment: 1-2 hours two (2) days per week (total of 2-4 hours per week)
- **T-Ball**
 - Season runs from mid-June through late July
 - Time commitment: 1-2 hours two (2) days per week (total of 2-4 hours per week)
- **Basketball**
 - Season runs from January through February
 - Time commitment: 1-2 hours two (2) days per week (total of 2-4 hours per week)

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.