

## **Boys & Girls Club of Kenosha Position Description**

**Job Title**                      Women's Development Program Coach Level 2-5

**Status:**                              Part Time

**Primary Function:**      Team coach's primary duty is to instruct in the team program. They may also be responsible for some recreation classes.

**Qualifications:**              Team Coaches must have at least 4 years teaching experience. Strong knowledge of basic through advanced level skills. Ability to communicate with children in a positive demeanor. Strong spotting skills a must. Must have good planning and organization skills.

**Personal Qualities:**

* Punctual	* Loyal	* Sincere
* Honest	* Enthusiastic	* Knowledgeable
* Friendly	* Kind	* Conscientious
* Reliable	* Courteous	* Trustworthy
* Empathetic	* Committed	* Analytical
* Organized	* Accountable	* Safety Conscious
* Consistent	* Energetic	* Persistent

### **Primary Responsibilities:**

- Set up long term goals for the team
- Create Annual Periodization Chart laying out plan to attain long term goals
- Create weekly workout plan.
- Create daily progressive individualized lesson plans and track student's progress in skill development and strength and flexibility development
- Keep team workouts fast paced and on track. Use circuit work and give constant positive feedback. Never have participants sitting idle.
- Keep accurate attendance records of team workouts.
- Have very strong in-depth knowledge of the levels you are coaching.
- Possess thorough knowledge of USA Gymnastic Rules and Policies
- Must possess USA Gymnastics Certification
- Coach athletes at all competitions.
- Be accountable and assume responsibility for your athletes' progress and performances.
- Hold progress meetings with parents at least once a year.
- Have strong knowledge of the next level of competition and introduce athletes to progressions for skills at the next level.
- Must keep yourself updated on current trends of cheerleading by reading, watching videos, attending clinics, etc.
- Communicate with other coaches and incorporate similar skill progressions in coaching.
- Actively take part in identifying and recruiting new team members.
- Keep office and Team Director informed of all new, dropping, and non-attending team members.
- Turn in meet entries in a timely manner.
- Assist rec instructors when they have questions regarding skill training.

Employee Manual: All staff members must read the Boys & Girls Club of Kenosha- Scamps- Legendary CYC All Stars Employee Manual, agree to the terms and policies set forth in the manual, and abide by them. After reading the manual, please sign the “Employee Acknowledgement Form” at the end of the manual. Turn in the form to the Operations Manager.

Background Check: All staff must complete a background check every year

Safesport: All staff must complete the online Safesport course annually.

U100 Course – 1x year

**Physical Requirements/Work Environment:**

- Ability to walk, stand, sit and climb stairs.
- Possess an adequate level of manual dexterity and sense of balance.
- Possess good near distance acuity (20 feet or less), far distance acuity (more than 20 feet), three-dimensional depth perception and color distinction.
- Ability to tolerate environmental conditions: air conditioning, heat, dust fumes, noise, close quarters, etc.
- Ability to lift and move objects weighing up to 50 pounds.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Employee Date

Approved by: \_\_\_\_\_  
Supervisor Date