



# Job Description

**Job Title:** Youth Sport Coordinator (Program Worker)  
Community Programs Department

**Reports To:** Community Programs Director

## Job Summary

Under the general direction of the Recreation Programmer, plans and facilitates daily activities for youth sports classes, oversees parent volunteer coaches assisting with instructional youth sports classes, performs equipment inventory and inspection.

## Primary Duties & Responsibilities

1. Facilitates each class by leading the volunteer coaches in scheduled activities, and modifies drills and games as needed to accommodate the individual needs of each group.
2. Organizes equipment and sets up drill stations according to scheduled activities.
3. Assists in the development of lesson plans, games and drills, incorporating both one-on-one and group style activities.
4. Assists in the development and implementation of the Volunteer Coach Training Program.
5. Assists in the review of volunteer coach applications and the assignment of coaches for each class.
6. Provides detailed reports including the evaluation of volunteer performance, class participation, activity organization, skill progression and transition, innovative teaching methods, and the condition of equipment.
7. Reports all conflicts and emergency situations immediately to the Recreation Programmer.
8. Performs safety inspections of equipment and facilities, and reports existing and/or potential hazards, as well as necessary repairs and maintenance.
9. Monitors weather conditions on-site and determines the cancellation of a class in case of inclement weather.
10. Manages, resolves and/or redirects conflicts involving parents, participants and/or volunteer coaches.
11. Performs a detailed inventory of equipment on a quarterly basis, and provides a list of replacement equipment as needed.
12. Performs basic First Aid, i.e., clean-up scraped knees, small cuts, apply band-aids, supply ice packs.
13. Performs other duties as assigned.

<b>Minimum Qualifications</b>
-------------------------------

---

1. Must possess a valid Driver's license.
2. Must be at least 18 years of age.
3. High school diploma or equivalent.
4. Minimum of three years of experience coaching or teaching children under the age of 10 years.
5. General knowledge of game rules and mechanics of the following sports: soccer, basketball, baseball, football and hockey.
6. Must have a positive attitude and be self-motivated to complete tasks without supervision.

<b>Desirable Qualifications</b>
---------------------------------

---

1. Participation in at least three different organized sports. Preferred level of competition includes high school, college, intra-mural, club or recreational.
2. General knowledge of game rules and mechanics of the following sports: lacrosse, volleyball, tennis, and track and field.
3. Certified as a youth sports coach for at least one sport.
4. CPR and First Aid certified.

<b>Working Conditions/Physical Demands</b>
--

---

1. Must be able to lift/move up to 50 pounds.
2. Must be able to run, jump, squat, throw and kick without difficulty.
3. Physical conditions must withstand mild to heavy activity in various weather conditions.
4. Must be able to talk loudly for an extended period of time.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*