

JEWISH COMMUNITY CENTER OF SAN FRANCISCO
JOB DESCRIPTION

TITLE: SENIOR YOUTH ATHLETIC COORDINATOR

REPORTS TO: Youth Athletic Program Manager (YAPM)

GENERAL DESCRIPTION:

This position is primarily responsible to coach/teach youth sports classes, teams & camps. In addition this position is also expected to provide direction and correction as needed to the seasonal hourly coaches. This is accomplished through direction, modeling of philosophies, techniques & strategies. The SYAC also plays a major role along with the Youth Athletic Program Manager and Athletic Director in developing curriculum for sports classes and practices. A background in both sports and teaching/behavioral management is also needed. This position will participate as a member of the youth sports program leadership team that includes the Youth Athletic Program Manager and the Athletic Director.

RESPONSIBILITIES:

- Act as “Head Teacher” or assistant teacher at a variety of sports classes for children age 3-12 years.
- Act as “Head Coach” for 2-3 competitive sports teams each season (soccer, basketball, baseball).
- Act as assistant coach for additional teams during weekday practices & weekend games.
- Substitute for coaches/teachers as necessary.
- Work in cooperation with the YAPM to develop and ensure implantation of program curricula.
 - Prepare weekly practice & class lesson plans based on the program curriculum.
 - Assist in development of coaches manual, guidelines, and other support materials for each sport season
- Provide direction and correction as necessary for seasonal hourly and volunteer coaches.
 - Act as Field Director for offsite programs
 - Interact with non-JCCSF programs or personal to ensure the needs of the JCCSF programs are addressed.
 - Support coaches in managing behaviors of program participants
 - Equipment inventory maintenance
 - Ensure availability for program needs.
 - Transport equipment to program sites, when necessary.
 - Provide and maintain consistent feedback/dialogue with the YAPM regarding staff needs and issues.
- Lead staff for vacation and summer sports clinics.
 - Assist YAPM in the recruitment and hiring process of summer staff
 - Provide correction and direction of camp staff.
 - Prepare daily camp content
 - Prepare and ensure sufficient equipment is available for program needs.
 - Coach/teach vacation and summer sports clinics.
- Oversee high school volunteer program
 - Work with Youth Athletic Program Manager, Volunteer Program Manager, and Club 18 Staff to develop and execute goals of volunteer program
 - Develop program and actively seek consistent presence of high school volunteers
 - Develop training and evaluation consistent with general coaching philosophy
 - Interview, hire, and train volunteer staff
 - Supervise, mentor, model coaching style, and provide direction to volunteers
 - Lead outreach to area high school community service leaders
 - Responsible for necessary paperwork to human resources – in conjunction with YAPM
- Responsible for managing Youth Sports website content
- Assist YAPM with payroll
- Maintain communication with program participants and staff regarding program information, philosophies and goals.
- Provide & model customer service based on JCCSF customer service standards.
- Assist in program administrative needs (mailings, database management, registrations, promotions etc).
- Provide additional service for special events involving program marketing of JCCSF youth programs.
- Conceptualize, design, and implement content and logistics for seasonal awards dinners.
- Additional duties as required.

REQUIREMENTS:

- Experience working with children age 3-13 years.
 - Knowledge of early childhood development and behavioral management.
- Working knowledge of Soccer, Basketball, Baseball & Football.
- Ability to work a flexible schedule that includes weekends, evenings & mornings.
- Excellent communication skills, both written and verbal
- Computer proficiency with Word, Excel, Outlook & PowerPoint and other web-based programs
- Supervisory experience.
- Ability to transition smoothly between office role and program role.
- Current CPR & First Aid certification.
- Must have independent transportation, clean MVR & a valid Drivers License.

STATUS: Non-exempt
Collective bargaining unit position- Coach 2 classification
Benefited

HOURS: 40 hours per week year round schedule.
Weekend hours required. Occasional evening hours. Staggered work schedule is possible. Weekly schedule will change three times a year. Vacations must be scheduled during program closures. Due to the nature of the team sports schedules we cannot guarantee two consecutive days off each week.

DATE COMPLETED: Revised March 28, 2007

SIGNATURES:

Employee

Date

Department Director

Date