

City of Airway Heights
1208 S. Lundstrom St.
Airway Heights, WA. 99001

VOLUNTEER YOUTH SPORT COACH DESCRIPTION

POSITION: Volunteer Youth Sports Coach

DEPARTMENT: Parks, Recreation & Community Services

REPORTS TO: Parks, Recreation & Community Services Supervisor / Certified Youth Sports Administrator

SUPERVISES: Youth Sports participants.

NATURE OF WORK:

This position is a voluntary position supervised directly by the Parks, Recreation & Community Services Supervisor. This position has responsibility for organization and supervision of the youth sports participants assigned to them by the Parks, Recreation & Community Services Supervisor for the City of Airway Heights Park, Recreation and Community Services Department. This position interacts with citizens, community organizations, and other city staff. This position requires strong communication skills, the ability to provide and maintain a safe environment for children, and the ability to maintain records.

DUTIES/RESPONSIBILITIES:

1. Full responsibility for the overall supervision of his/her youth sport, following guidelines outlined in the National Youth Sports Coaches Association Certification Training and League Guidelines, Policies and Procedures provided by the Parks, Recreation & Community Services Department.
2. In charge of assigning duties of approved assistant coaches and team assistant working in his/her sport.
3. Responsible for keeping practice periods for his/her sport within the confines of the time specified and approved by the Youth Sports Administrator.
4. Responsible for the general upkeep and protection of equipment under his/her jurisdiction.
5. Responsible for a complete inventory of the equipment used for his/her sport, to be turned in at the end of each season.
6. Responsible for keeping records as requested by the Youth Sports Administrator.
7. Has the responsibility for building good sportsmanship and developing positive public relations in the local community.

*It is recommend that coaches obtain First Aid and CPR Certification

REQUIREMENTS:

1. Completion of Volunteer Youth Sports Application with public notary, including approval of a criminal history background check.
2. Completion of the NYSCA Youth Sports Coaches Training.

NEW APPLICANTS:

Please pick up an application at the Airway Heights Community Center
13120 W. 13th Avenue
Airway Heights WA 99001
Telephone: 244-4845, to request an application.

Applications are accepted for specific vacancies only. Applications are accepted year round

AN EQUAL OPPORTUNITY EMPLOYER
ALL HIRING IS SUBJECT TO FINAL APPROVAL BY THE
PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT