



SOUTH WINDSOR RECREATION DEPARTMENT
Mite and More Mighty Mite Head Coach – Youth Basketball

REPORTS TO: Recreation Supervisor / Assistant Director of Parks & Recreation

Pay: \$19/hr

GENERAL FUNCTION

Under the direction of the Recreation Supervisor, the Head Coach is responsible for assisting in all phases of the assigned youth basketball division. This position is responsible for completion and/or implementation of administrative, programmatic, and service oriented tasks. This position supervises 1 and possibly 2 staff at each location where the program occurs. Operates program activities in a safe manner so that children develop fundamental skills of basketball and enjoy their experience. Follow lesson plans and guidelines along with Recreation Department initiatives and goals.

QUALIFICATIONS

The Head Coach should be a motivated team player, with good communication skills, and express a willingness to work with individuals in grades K to 3. The coach must have CPR Certification, First Aid Certification, a means to communicate with other coaches and coordinators (email/phone), understand the rules of basketball and be able to referee games. Individuals must be willing to enforce rules and regulations.

Supervisory/Administrative Duties

- Supervise safety of children enrolled
- Encourage and enforce sportsmanship while participants are learning the fundamental rules of basketball
- Work together with other coaches and coordinators to ensure highest success of the program
- Uphold the highest level of customer service with parents and customers. Remember that you are always representing South Windsor Parks & Recreation Department
- Open, close and maintain gyms and/or facility operations
- Organize, file, distribute and maintain league correspondence, flyers, forms, registrations etc.
- Maintains records of equipment inventory. Communicate needs to Recreation Supervisor
- Deals directly with parents, program staff, school officials and Recreation Department staff as required.
- Responsible for maintaining accident reports, first aid kits and equipment boxes
- Deliver basketball equipment to assigned gyms. Collect and return when finished
- Collect staff time sheets, Deliver to Recreation Supervisor

Other Responsibilities

- Accepts responsibility to supervise children as situations arise.
- Act in a professional manner at all times.
- Clean the gym floors when necessary.
- Required to wear staff shirt and to dress in a professional manner at all times.
- Participate in all staff training and meetings.
- Accepts the responsibility to work beyond job description as situations arise.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Part-time position with hours varying based on demand.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear: use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb, balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and move objects up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Hand eye coordination is necessary to participate in recreation leadership activities when required, and to operate a personal computer and other office instruments. The noise level in the work environment is usually moderate to high while in the field.