



# CITY OF GREENFIELD DEPARTMENT OF PARKS & RECREATION

7325 West Forest Home Avenue  
Greenfield, Wisconsin 53220

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Business Hours: (M-F) 8 am-5 pm  
Visit us on the web: <http://www.ci.greenfield.wi.us>

## Youth Sports Coach

### TERMS OF EMPLOYMENT

**JOB STATUS:** Seasonal/ Casual Limited Term Employee  
**PERIOD:** Minimum 5-week position  
**BENEFITS:** N/A  
**RATE OF PAY:** Salary range \$8.50-\$10.00 / hourly  
**NORMAL WORK WEEK:** Monday thru Friday position, depending on site assignment, hours can vary between 9:00AM-8:30 PM. Position averages 10-15 hours per week

### POSITION QUALIFICATIONS

- Must be 16 years of age or older
- Prior sports experience and experience with children
- Must be able to work cooperatively with other program staff, participant's parents and the general public
- Organizational Skills

### PRIMARY FUNCTION

Coaches sports programs at various sites. Reports to the Recreation Supervisor in the direct leadership and supervision of sports programs and participants at sports sites. Is directly responsible for the implementation of daily and weekly sports practices and games.

### MAJOR DUTIES/RESPONSIBILITIES

- Inspect the sports site (facility and equipment) on a daily basis.
- Develop and maintain a friendly working relationship with school district personnel.
- Convey program and equipment needs to the Recreation Supervisor.
- Maintain and submit to Recreation Supervisor all required paperwork.
- Create Lesson plans for a variety of sports programs, including age specific plans and skill specific plans
- Promote and maintain safety practices and procedures both by staff and participants.
- Be prepared to react to an emergency situation; be certain your site first aid kit is sufficiently stocked with necessary supplies.
- Be prepared to react in a severe weather situation and notify Recreation Supervisor when cancellation is necessary.
- Conduct pre-program and post program equipment inventory and routine maintenance.
- Conduct post program evaluation from participants in the programs
- Be familiar with current Greenfield Recreator, including current policies and registration procedures. Know where to find the department's 24-hour recreation hotline.
- Attend all staff meetings.
- Discipline participants for inappropriate behavior according to the Recreation Code of Conduct and inform the Recreation Supervisor of any major incidents as quickly as possible.

### AAP/EEO STATEMENT

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.

### EVALUTION

Performance of this position will be evaluated by the Recreation Supervisor of Sports/Teens/Community Events at the midterm and the end of the season. This job description is intended to highlight the principle functions and is not intended to be comprehensive.