

JOB DESCRIPTION

TITLE:	Special Olympics Coach
FUNCTION:	To assist in the planning and implementation of Special Olympics programs for people with disabilities. This includes leading participants in structured, safe and fun activities, providing athletes with sport training and preparation for multiple competitions and continuously evaluating the program/staff. The Special Olympics Coach should be familiar and understand the sport that is being coached.
REPORTS TO:	Senior Manager of Support Staff/Manager of Special Olympics
FLSA:	Non-exempt; hourly
ADOPTED/REVISED:	January 2024
SALARY:	Starting at \$15/HR

DAYS/HOURS:

Work schedules vary based on employee availability and participant attendance/registration. Available shifts vary from weekdays, evenings, weekends. Locations vary.

POSITION QUALIFICATIONS:

- Must be at least 16 years of age.
- Have experience with children/adults with disabilities in a community recreation or education field
- Must have the ability to engage in activities requiring physical exertion.
- Experience in a leadership role.
- Experience in staff/volunteer supervision.
- Ability to communicate with others in a recreation setting.
- Positive attitude, motivated and enthusiastic.
- Ability to problem solve and follow instruction.
- Personal transportation to and from NISRA programs.
- Must be able to work under stressful conditions.
- CPR and 1st Aid certification required within first year of employment

DUTIES AND RESPONSIBILITIES:

- Demonstrate professional attitude and quality customer service towards participants, parents, staff and the public as a representative of NISRA.
- Communicate any program, staff, participant and/or facility problems or concerns to the Manager of Special Olympics throughout the program season.
- Attend the scheduled competitions (Weekly games, Special Olympics Regional Tournaments, State Competition, TR Section Tournament). Please note that tournaments typically fall on the weekends.
- To assess and train Special Olympics athletes for sport competition.
 - Assessment: coach will assess each athlete and properly complete and submit all required entry forms to Manager of Special Olympics.
 - Training: coach will develop their own training program for practice or utilize a provided training program.
- Familiarize yourself with programs facility including emergency exits, SDS sheets, evacuation plans and other emergency procedures. Carry 1st Aid kit at all times during program.
- To know, understand, and abide by Special Olympics rules and code of conduct.
- Oversee supervision of participants, instruction of program activity and provide individual care and behavior management as needed.

- Ability to perform strenuous activity to include but not limited to physical transfer of participants with physical impairments, participant protection measures, loading and unloading equipment, and vigorous recreation activities.
- On site supervision and development of assisting staff - responsible for giving direction to all assisting staff.
- Complete all weekly paperwork and documentation as assigned by the NISRA Program Coordinator (ie. attendance, safety checklist, evaluation, incident/accident forms) and Special Olympics forms (athlete rating form, game summary sheets, score sheets)
- Immediately notify Manager of Special Olympics of any illness or injury that conflicts with program responsibilities and/or attendance.
- Adhere to all NISRA guidelines for employment including policies, procedures, health and safety.
- Attend NISRA seasonal trainings.
- Meet with the Manager of Special Olympics one week prior to start of program season to review participant information & program folder checklist.

PHYSICAL DEMANDS:

- Gather, load, transport and set-up equipment and supplies for activities
- Capable of lifting up to 50 pounds
- Active participation in programs
- Communicate with staff and participants (verbally and ability to hear at conversation level)

WORKING CONDITIONS:

The employee may be exposed to all types of weather conditions. Most activities are performed indoors; these conditions include lighting and temperature.

DISCLAIMER: (copied from FVSRA)

This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications; and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.