



**THE LEARNING CENTER
FOR THE DEAF**
ATHLETICS DEPARTMENT

POSITION: YOUTH COORDINATOR FOR ATHLETICS AND AFTER SCHOOL PROGRAMS

Provide support to Athletic Director by developing and implementing high quality youth athletics and activities programs for MPS. Direct supervision to coaches and student-athletes of youth athletic program, including after school activities that include Kindergarten and Elementary.

REQUIREMENTS:

- Previous experience as a youth coordinator, coach in the athletics and after school programs, including knowledge of issues and priorities important to the students' needs preferred
- B.A., B.S. or M.A degree in sports, education, childhood development, family studies, or recreation preferred
- Ability to supervise and organize groups of children for activity programs
- Knowledge of sport specific rules and regulations
- A minimum of conversational fluency in American Sign Language required, with native, or near-native ASL fluency preferred
- A cooperative attitude and a team player
- Must have a desire to work with children and demonstrate enthusiasm, dependability, and good communication skills
- Must be able to effectively enforce rules and code of conduct
- Ability to work independently under general supervision
- Ability to work nights and weekends if needed
- CPR, First Aid, OSHA and Medical Certifications are required
- A valid drivers license and a clean driving record as determined by Human Resources is required
- National Federation High School Coach's Certification, preferred, but not required

SUPERVISOR: Director of Athletics and After School Programs

FUNCTIONS AND RESPONSIBILITIES:

Oversee youth league activities (practices, games and related activities).

Assist Director of Athletics & After School Programs in supervising youth program & after school options staff, coaches, and officiate as needed.

Assist Director of Athletics & After School Program in conducting sports-specific youth clinics.

Expand and maintain youth athletics program within the school.

Check area for safety hazards and report deficiencies to Director of Athletics & After School Program.

Report all accidents/incidents occurring on and off campus to Director of Athletics & After School Program.

Maintain a safe and clean environment.

Attend staff meetings and staff trainings as required.

Communicate with participants, volunteers, and other staff in a professional manner.

Communicate with parents in regards to transportation arrangements for pick up after activities.

May be delegated and trained to conduct medication administration or certain medical procedure responsibilities for students.

Some lifting may be required when working with young students or students with special needs, however, TLC embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible. The diversity of our student population may require that some assignments have a heavier physical responsibility due to safety. If the opening for which you are applying will require more strenuous physical activity, the unique needs will be discussed at the time of interview.

Perform other tasks as assigned by the Department Supervisor.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TLC is proud to be an equal opportunity employer and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.