

**JEFFERSON CITY DEPARTMENT OF PARKS, RECREATION & FORESTRY
NFL Flag Football League 2015**

VOLUNTEER STAFF JOB DESCRIPTION

TITLE: Youth Sports Manager/Coach

TERM: One Season

REPORTS TO: Angie Toebben, Recreation Supervisor

PURPOSE:

Assist the Park and Recreation employed staff in carrying out program goals and objectives established by the Parks and Recreation Commission; instructing, guiding, and assisting youngsters in developing skills while promoting the enjoyment of the sport the youth participate in; to help the youngsters involved grow, mature, and develop a healthy attitude toward recreation programs and sports; to foster a positive atmosphere of mutual respect and dignity, and placing the self-esteem of the youth(s) as the highest priority. Failure to effectively carry out objectives and responsibilities will result in disciplinary action up to and including termination from the voluntary recreation staff.

QUALIFICATIONS:

At least 18 years of age (parent of a program participant preferred, but it is not necessary);

2. Certification in the National Youth Sports Coaches Association (NYSCA) Program;
 - All new NFL FLAG Football managers must attend one of the "Introduction to Coaching Youth Sports" clinics. Benefits include four issues of Youth Sports Journal, certification card and \$1,000,000 excess liability insurance.
 - All previously certified managers must participate in the continuing education program. We will take care of your renewal for you.
 - For more information please call 634-6491;
3. Understanding and acceptance of Parks and Recreation objectives for youth sports;
4. Ability to work effectively with parents and youngsters. You must display a genuine interest in youth and acceptance of them as they are;
5. Time necessary to carry out all duties;
6. ALL managers must be patient, fair-minded, understanding, and willing to put the personal growth of the participants ahead of personal desires to win games;
7. Personal and professional history must be devoid of any record which would cast doubt on your ability to properly deal with children;
8. Experience as a player in the sport in which you wish to coach is highly desirable but not required;
9. Certification in first aid and CPR is preferred, but it is not mandatory.

DUTIES:

1. Communicate with players/parents to properly organize team;
2. Organize and administer practice sessions in which the safety and well-being of the participants is the highest priority;
3. Effectively teach the fundamental skills of the sport you are coaching to **all** of the youth on your team;
4. Provide an equal opportunity for **all** team members to experience success and enjoyment;
5. Respect game officials and provide a positive example of sportsmanship for your players;
6. Remain drug, alcohol, and tobacco free at any and all activities involving your team and ensure that assistant coaches do the same;
7. Accept responsibility for the behavior of your players and fans and do everything within your power to insure that sportsmanship is a high priority among **all** concerned;
8. Insure that personal dignity of each of your players is maintained and is a high priority for everyone associated with your team;
9. Work as a team with other volunteer managers/coaches to assure a positive atmosphere and learning experience for both winning and losing teams.
10. Carry out all NFL Flag Football rules.
11. Control your intensity levels: Although, intentions are good, they can be overshadowed by demonstrating levels of high intensity resulting from self-induced pressures to win. Remember, if you are tense, you're not having fun and neither are the participants.

THIS JOB DESCRIPTION IS FOR YOUR FILES

Modified league for 3rd and 4th grade (limited team space available).

This is a slightly competitive league for advanced players. Standings will be kept with awards going to the first place team. Equal playing time and position rotation will not be guaranteed.

Team registration will not be taken. Everyone must register individually. Coaches will need to submit a list of names (their roster) to the Recreation Supervisor with Parks and Recreation to verify the players when they register. Players cannot register until this roster is received.

JEFFERSON CITY DEPARTMENT OF PARKS, RECREATION & FORESTRY
NFL FLAG FOOTBALL
2015

Mission Statement:

"It is the mission of the Parks and Recreation Youth Sports programs to serve young players, their families and the Jefferson City community at large by providing fun, safe and enjoyable youth sports experiences by recognizing each player's physical and emotional well-being, by teaching skills development, by treating them with respect and dignity, by encouraging positive parent involvement and by enriching young lives with meaningful recreation and socialization."

Program Objectives:

The Jefferson City Parks and Recreation Commission has established the following objectives for its youth sports program. It is our hope, our goal, and our responsibility to see that youth sports will be approached by all concerned as programs which will:

- 1) provide enjoyment for the participants, coaches, and parents;
- 2) contribute to the mental, emotional, physical, and social development of the children;
- 3) foster character by teaching participants how to win and how to accept defeat, while continually placing emphasis on fair play and fun;
- 4) provide an opportunity for parents and children to participate in a common leisure interest;
- 5) provide all children, regardless of skill level, the right to participate as a child with competent, caring adult leadership and guidance;
- 6) treat all children with dignity;
- 7) provide adults with an opportunity to teach children the importance of sportsmanship, mature behavior, and the fun of participation in sports.

The Role of Volunteer Staff Members:

You have generously volunteered to assist with a youth sports program offered and conducted by Parks and Recreation Department. The Department appreciates your willingness to help.

As a volunteer staff member, it is imperative that you understand our expectations for this position, in effect, your job description. This begins with the explanation that these programs are designed to provide all participants with an opportunity for fun and success; an occasion for youngsters to improve their physical fitness, their social talents, and their attitudes towards exercise and sports while developing skills. These programs must be a positive learning experience for all children who wish to participate.

You, therefore, are now a Teacher. As with all teachers, the expectations are demanding. If you are good at instructing sports skills and the children perceive you to be a fair person, they will respect you greatly. You have a wonderful opportunity to enrich their lives by setting an example of sportsmanship and personal integrity.

Your job is to instruct, guide, direct, and assist youngsters in developing skills and enjoying the sport; to help the youngsters grow, mature, and develop a healthy attitude toward recreation and sports; and to foster an atmosphere of mutual respect with the dignity and self-esteem of the children as the highest priority.

It is expected that you will provide safe, well-organized practice sessions (classes); that you will communicate constructively with the youngsters and their parents; that you will effectively teach the fundamental skills of your sport; that you will know and abide by all league rules; that you will respect game officials and provide a positive example of sportsmanship for your team; that you will properly care for all equipment and return it in good condition immediately after the season, and that you will remain drug, alcohol, and tobacco free at any and all activities involving your team and will assure that your assistants do the same.

Teaching is a hard job. The children are watching all the time. We cannot let them down.

Meeting Dates

- **Coaches Meeting – Monday, July 27** – 5:45 p.m. (Police Classroom, 401 Monroe)
- **Certification Meeting** – National Youth Sports Coaches Association (NYSCA) coach’s certification meeting on **Monday, August 10** (Parks and Recreation Office, 427 Monroe Street). The meeting will start at 5:45 p.m. and last approximately 2 ½ hours. There is a \$20 certification fee that will be covered by the Parks and Recreation Department. Or you can take this certification on-line at www.nays.org. You would need to let the Recreation Supervisor know if you plan to take the course on-line so they can register you and send you the link to take the course. The course must be completed by August 16.

Practices

Practice fields are available first come first served in North Jeff Recreation Area.

Background Check (paid for by Parks and Recreation)

- All coaches need to fill out the background check page and return it to the Parks and Recreation office with your application.
- Background checks need to be completed once a year. We keep record of all previous background checks at our office. If you have any questions regarding your background checks, please contact Angie Toebben at 634-6491.

Please return pages application and background check to:

- (City of Jefferson pays for the background check and for the coach’s certification course)

Jefferson City Parks and Recreation
Attn: Angie Toebben, Recreation Supervisor
427 Monroe Street
Jefferson City, MO 65101
Fax: 573-634-6489
Email: atoebben@jeffcitymo.org

JEFFERSON CITY PARKS, RECREATION & FORESTRY
NFL FLAG Football Volunteer Staff Application
Personal Information 2015
"Please Print and Complete All Information"

Full Name: _____ **Date of Birth:** _____

Home Address: _____ (street, city, state, zip code)

Home Phone #: _____ **Cell Phone #:** _____

E-Mail: _____ **Work Phone #:** _____

Present Employer: _____ **Date of Employment:** _____

Position: _____ **Name of Supervisor:** _____

Work Address: _____
(street, city, state, zip code)

Past Employer: _____ **Date of Employment:** _____

Full Address: _____ **Reason for Leaving:** _____

References: (list 3 not related) – 1st year coaches only!

Name _____ **Address & Phone #:** _____

Name _____ **Address & Phone #:** _____

Name _____ **Address & Phone #:** _____

Have you ever been arrested, charged or convicted of a crime other than a minor traffic violation? _____
If yes, please explain details: _____

Have you ever been involved in an incident involving child abuse or neglect? _____
If yes, please explain details: _____

Have you ever sought treatment for drug and/or alcohol dependency either voluntarily or as required by court order? _____
If yes, please explain details: _____

Discuss reasons for your interest in this position. _____

Have you ever had a formal complaint against you while volunteering in any youth program? _____

If yes, please explain details: _____

Describe your prior experience working with children. _____

Describe your coaching experience including the names of the organizations, dates and sports you coached. _____

List any formal training that you have received in coaching including the names of the organizations, dates and sports for which you received training _____

List any formal training that you have received in first aid including the names of the organizations, dates of training and any certifications you have been awarded. _____

List any formal training that you have received in teaching children or parenting including the names of the organizations, dates of training and any certifications you have been awarded. _____

Are you currently NYSCA certified? Yes No Membership #: _____

If you indicated yes, which sport(s) are you currently NYSCA certified in?

Baseball Softball Flag Football Basketball Volleyball

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for disqualification from the selection process or dismissal from the position for which I have applied.

As a volunteer staff member responsible for teaching youth sports and all it involves, I understand my role as described herein, the nature of the program and its objectives. I pledge to fully comply with the expectations of the Department of Parks and Recreation and agree to willingly relinquish this position if program supervisors feel that my performance does not meet these requirements.

Printed Name: _____ T-Shirt Size: _____

Signature: _____ Date: _____

Grade: 1st Grade 2nd Grade
 3rd Grade Rec 3rd Grade Mod 4th Grade Rec 4th Grade Mod

Child's Name: _____ Gender: Male Female

School: _____

Jersey Choices: Top 4 NFL Team preferences:

1) _____, 2) _____, 3) _____, 4) _____