

**JEFFERSON CITY DEPARTMENT OF PARKS, RECREATION & FORESTRY**  
**YOUTH TEE-BALL and COACH-PITCH**  
**Assistant Manager Form 2016**

**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 Parks and Recreation staff and provide a positive example of sportsmanship for your team; 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.

**Agreement:**

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.

**Please return page 3-4 to:**

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](mailto:atoebben@jeffcitymo.org)

**JEFFERSON CITY PARKS, RECREATION & FORESTRY**  
**Youth Tee-Ball and Coach-Pitch Volunteer Staff Application**  
**Assistant Manager Personal Information 2016**  
"Please Print and Complete All Information"

**Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ (street, city, state, zip code)

**Home Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_ **Work Phone #:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Present Employer:** \_\_\_\_\_ **Date of Employment:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Name of Supervisor:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_  
(street, city, state, zip code)

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.

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

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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.

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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.

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Are you currently NYSCA/ASA certified?                      Yes                      No                      Membership #: \_\_\_\_\_

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

Baseball                      Softball                      Football                      Basketball                      Volleyball                      Tee-Ball

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.

Team Name: \_\_\_\_\_

Head Coach Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

League: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Shirt Size: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_