

**Richland Center Parks and Recreation Department**  
**Youth Sports Coordinator**  
**Position Description and Job Responsibilities**

**Job Requirement / Prerequisite:** Workers must be 16 years of age and obtain a workers permit if needed. The entailed position is an entry-level position, which pays minimum wage, but may depend on job experience. Persons applying for this position need some form of work experience with elementary age children. Also, strong leadership skills, good in communication, and knowledge of t-ball, baseball, flag football, basketball, soccer, tennis, and other sports enrichment programs. Not needed but desired is First aid and CPR.

**Supervision:** Staff members report to the Assistant Recreation Supervisor, or Parks and Recreation Director.

**Other Guidelines / Responsibilities include:**

- Participate in preseason staff orientation / training program.
- Help organize and lead youth sports programs.
- Teach fundamental sports skills and rules.
- Work in cooperation with all staff to create fun, exciting programs for kids of all ages.
- Emphasize and model good sportsmanship in youth activities.
- Ensure equal playing time for all participants.
- As needed: attend weekly staff meetings and inservices that address special areas of concern or assistance to staff.
- Dress appropriately when on duty. All staff will receive two staff shirts at the beginning of the season. Staff shirts must be worn at all times when coaching.
- Care for all equipment, supplies, records, and facilities.
- Follow all Parks & Recreation Department policies and procedures.
- Payroll checks will be issued every two weeks.
- Return keys to Director before final checks are distributed.
- Do other needed job park duties as directed by the Director.
- To report sickness: if you are sick and can not report to work for your shift you must call the Assistant Recreation Supervisor or Director.  
(Rec. / Meyer Office 647-5327      Director 647-8108)