

## Eagle Butte Public School District 20-1

### JOB DESCRIPTION

### JOB TITLE:

**Youth Sports Program Coordinator**

### REQUIREMENTS:

- A. Education Level: Minimum A.A.S. or equivalent experience
- B. Experience Desired: At least two years of work experience in a related position requiring interpersonal interaction skills, and be open to receive training as required by the position. Skills in human relations, leadership, conflict management, and the coordination of community partners for youth sports coordination and planning.
- C. Physical Requirements: Hand-eye, mind-eye coordination. Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, lifting, keyboarding, and other repetitive motions.
- D. Other Requirements: Excellent oral and written communication skills. Computer proficiency in word processing and professional email and other communications. Demonstrated ability to work well with others. Demonstrated organization of documents, schedules, training components, and task completion skills.

**REPORTS TO:** Athletic Director, Upper Elementary School Principal

**RECEIVES GUIDANCE FROM:** District Superintendent, Business Manager, Building Principals

### ESSENTIAL FUNCTIONS:

- Must have an ability to acquire a comprehensive working knowledge of school district policies, South Dakota High School Athletic Association policies, as well as local, state, and federal rules and regulations that pertain education, attendance, and extra-curricular participation requirements. Must be able to communicate effectively with students and their parents. Must have a valid South Dakota driver's license.

### EVALUATED DUTIES:

#### 1. Job Knowledge & Performance

- Completion of SDHSAA coaching requirements.
- Demonstrates working knowledge in area of responsibility
- Demonstrates an understanding and knowledge of resources, equipment, materials, and methods
- Complies with established work rules, district policies, and regulations
- Completes work assignments in a timely fashion
- Displays awareness of safety and security factors
- Exhibits the ability to be self-sufficient
- Complies with directives given by supervision
- Meets work standards

#### 2. Professional Responsibilities

- Shows initiative in addressing needs.
- Managing routines and procedures
- Problem solving skills

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**Eagle Butte Public School District 20-1 is an Equal Opportunity Employer**

- Communication and interactive skills
  - Time management
  - Organizing physical space
  - Professionalism
  - Attendance and tardiness
3. Participate in Professional Growth Opportunities and Demonstrate Professionalism
    - Participate in ongoing professional growth
    - Participate in school/professional and/or community organizations or events
    - Complete routine assigned tasks and comply with District requirements
    - Promote the education profession
    - Communicate effectively and professionally with colleagues, parents and students
  4. Follow District and building policies and procedures
  5. Support of District goals
  6. ***Maintains confidentiality at all times.***
  7. Perform other duties as assigned

**JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES:**

1. Attends coaching meetings, parent meetings, and other meetings as assigned by the Athletic Director.
2. In coordination with the Athletic Director, establishes equitable practice schedules for all sports in terms of time, length, frequency and access to facilities.
3. Assists the Coordinator of Athletics/Physical Education in scheduling contests.
4. Oversees coordination of referees, coaches, support personnel, secures help as needed, and assists in crowd supervision for events.
5. Schedules transportation as needed, in coordination with the Athletic Director, requisitions supplies and equipment as needed, and organizes and transports equipment as needed.
6. Assists coaches in maintaining accurate equipment inventories, issuing supplies and equipment, securing and evaluating game officials.
7. Provides assistance to coaches at games and practices with injuries and other emergencies.
8. Maintains reports of contests and accidents and forwards to appropriate personnel.
9. Completes all mileage, forms, and written reports associated with the position of Youth Sports Program Coordinator.
10. Performs other duties that may be assigned by the administration.