



Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

www.wawmrec.com

Position: Youth Sport Instructor (Coach) Job Description- Part-time seasonal

Summary: The Youth Sport Official works under the direct supervision of the Recreation Program Manager and alongside with the gym/field and program supervisor.

Qualifications:

- Individual must be at least 14 years of age.
- Individual should possess general knowledge of sport or activity.
- Youth Official/Instructor will have knowledge of specific sport rules and regulations and know how to apply them according to game play.

Responsibilities:

- Communicate expectations of behavior during games.
- Arrive on time or early and dressed properly to perform duties.
- Official will remain unbiased while officiating and will avoid verbal contact with spectators.
- Official will approach the position as a representative of the department, displaying respect for the facility, participants, and co-workers.
- If necessary work with supervisor to complete necessary disciplinary reports and notify Program Manager.
- Keep accurate record of score throughout game play if applicable.
- Answer questions and/or direct questions to the appropriate person.
- Assist with program set up and take down.
- Official/Instructor will work in a timely manner including starting, stopping and maintaining the scheduled game times.
- Communicate pertinent program information or needs to the gym/field supervisor.
- Communicate program expectations and rules to the participants/spectators.
- Assist in problem solving with participant conflicts.
- Provide general instruction/coaching to participants during game contests if applicable.
- Other duties as assigned.



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Application Procedure:

Candidates must complete an application at www.wawmrec.com and submit

The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.