

TITLE: VOLUNTEER ATHLETIC COACH

QUALIFICATIONS:

1. Review of background by the superintendent and approval by the school board. Volunteers fill out a volunteer sheet to facilitate screening and a background check. Must be person of character, responsibility and integrity, with patience, empathy, maturity and a sincere desire to help others.
2. Minimum experience as determined by the board
3. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. The board may require a criminal history background check, medical checks to ensure good health such as a Mantoux TB test, and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Team coach(es)

SUPERVISES: Works under coaches' supervision with team members

JOB GOAL:

Unpaid job or position. A volunteer coach assists with the sport programs and helps develop the athletes' knowledge, skill, sportsmanship, and motivation to excel.

PERFORMANCE RESPONSIBILITIES:

1. Will attend an orientation program that sets forth the duties and responsibilities of a volunteer coach. The orientation program will emphasize that volunteers serve only in a support capacity under the direction and supervision of the Team Coach, to supplement and assist in the preparation of individual participants in the skills necessary for success in the sport involved. Orientation will also cover team rules, emergency procedures, and NJSIAA sportsmanship rules and regulations.
 - a. In conjunction with the orientation, volunteers will understand their obligation to respect the individuality, dignity, and worth of each child.
 - b. Each volunteer will sign an agreement to comply with the terms of the orientation, including:
 - (1) Volunteers agree not to use alcohol or illegal drugs or be under the influence of alcohol or any drug while volunteering in any school-related program;
 - (2) Volunteers shall not abuse any child by physical or emotional means or commit any criminal act involving a student;
 - (3) Volunteers are not permitted access to pupil records;
 - (4) Volunteers shall maintain confidentiality and not discuss student matters outside of with appropriate school staff in an appropriate school setting which benefits the student;
 - (5) Volunteers will exercise discretion in discussing their school activities with others in the community.
2. While going to and from games assists the head coach in maintaining good order, informing the team coach of any situations of misbehavior that may require the coach to intervene.
3. Promotes good sportsmanship and encourages players to abide by all rules and regulations. Complies with board-adopted emergency medical procedures for practice sessions and competitive levels.
4. Assists at practices and contests in observing play and devising strategies to improve the performance of the team and the players. Level of attendance will be agreed upon with the coach. Informs the team coach of any situations or opportunities for the coach to direct players and improve team performance. Reinforces messages and techniques used by the coach and avoids contradicting the coach's directives.
5. Assists the coach in watching over any assigned area of focus such as offense, defense, goalie or transition game giving due consideration to the safety conditions of the facility or area in which the assigned activity is conducted at all times that students are present.
6. Assists in the distribution and collection of athletic gear, and assists in protecting school property.

7. Assists in upholding and enforcing school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
8. Is prepared to deal with emergency situations, under the direction of the coach.
9. Volunteers may not work with, teach or coach students without a certified staff member present in the immediate area. The volunteer serves at the pleasure of the Board; the Board reserves the right to accept, deny, retain or terminate the services of any volunteer. This may be done through the Superintendent or the Board's authorized representative.
10. Volunteers are not authorized to speak formally or informally for any program; this must be done only by the head coach or other authorized district employee.
11. While carrying out prescribed functions under the supervision of the designated staff members, volunteers shall be covered by the Board liability insurance policy.

**TERMS OF
EMPLOYMENT:**

1. Volunteer, not a paid position.
2. The board in some cases may pay expenses (e.g. food, travel and clothing/ uniform) as reimbursement with receipts or from a stipend that will not change regardless of win/loss record, post-season play, level of student participation, or the number of hours actually invested by the volunteer. If a stipend is provided it will not exceed 20% of the compensation of a full-time coach for the same services.
3. The level of participation of the volunteer will be agreed upon with the head coach.
4. Activities of a volunteer are also subject to board policy on volunteers (NJSBA file code #1200).
5. Volunteers will understand that this activity does not affect any future decision the school may make with regard to employment, and specifically does not give priority for possible vacancies.
6. Volunteer coaches may be required to wear a uniform or school team jersey, provided by the school, for safety and as a condition of the job.

**ANNUAL
EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations