

Job Description

Position Title	Chess Club Coach		
Building	District	Department	Athletics/Activities
Hours	Varies	Supervisor	Principal
Band and Grade	NA	Tools and Equipment	Computer, laptop, applicable software, phone, and chess equipment.

Primary Function	Coach is hired to coach or advise the chess club. The Coach is responsible for choosing players or team members and training them in order to compete or perform successfully. Coaches are responsible for management of equipment.
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Essential Duties	
1	Teach beginners the basic moves and help guide the more experienced players in basic moves and strategy.
2	Encourage students to learn the game of chess and improve their chess playing skills.
3	Set up Chess boards.
4	Fills out paperwork, requests equipment and supplies to be ordered, requests buildings to be scheduled for practice.
5	Directs and teaches team members about the importance of studying and keeping their grades up in order to be eligible to participate on the team.
6	Provides the necessary practice, support, and advice for the team in order to be successful against opposing teams in a season.
7	Take attendance.
8	Travels with the team to different locations for games.
9	Provides team members with a safe environment. If a student is injured, contacts Activities Director and Health Assistant and completes an accident report in a timely manner.
10	Manages equipment including checking it out, collecting it at the end of the season, and putting it away.
11	Serves as a role model to team members, other students, and the community.
12	Responsible for keeping his or her portion of the website updated.

Minimum Qualifications	Must possess leadership skills and have excellent communication skills in order to inspire players and work with them on improvement. Must have a thick skin in order to deal with parents and community members when the team is not having a winning year.
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Knowledge Required	<ul style="list-style-type: none"> • Must be familiar with the rules and regulations of the sport or activity. • Knowledge of District and State High School League procedures, policies and organization as it pertains to extracurricular activities. • Knowledge of individual activity policies and procedures as applies to administration. • Knowledge of the principles, practices, and techniques of supervision. • Knowledge of safety procedures.
Skills Required	<ul style="list-style-type: none"> • Skill in emergency decision making "crisis." • Skill in conducting public relation activities, events and public presentations. • Skill in fund raising – working with Booster Clubs. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
Physical Activities/ Requirements	<p>Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>