



## **Middle School Sports Instructor – Job Description**

The L.A.C.E.R. Afterschool Programs provide middle and high school students with free opportunities in the arts, academics, and athletics every day after school. Located in eight Los Angeles public schools, the program serves over 1,080 students every day with a team of instructors, artists, coaches and volunteers. The services L.A.C.E.R. provides make all the difference for the families we serve; 84% are economically disadvantaged; they do not have access to the high-quality programming L.A.C.E.R. specializes in, such as visual and performing arts, math and English tutoring, college and career prep, and organized sports for girls and boys. L.A.C.E.R. began in 1995 and programming is funded by Federal, State, City, and County funds, as well as Private Corporations and Foundations and individual donors. L.A.C.E.R. also partners with other non-profits to provide specialized classes and opportunities to our student community.

### **JOB GOALS:**

To provide leadership in helping each participating student achieve a high level of skill, an appreciation of discipline and sportsmanship and an increased level of self-esteem. To teach students to respect themselves, their peers, their elders, their schools, and their community. Provide students recreational opportunities aimed at developing teamwork on and off the field, as well as introducing healthy lifestyle habits. Provide leadership in scheduling try-outs, leading daily practice and skill development. To provide a caring adult role model/mentor and demonstrate you care about young people. To be in constant communication with the Program Director for receiving approval on all decisions for the team. Works directly with L.A.C.E.R. Afterschool Program staff and a school administration for carrying job responsibilities.

### **Position Summary:**

The Middle School Sports Instructor is responsible for leading organized sports games with youth, building and maintaining high team principles and values. He or she will be responsible for helping youth develop skills in basketball and soccer. Sports Instructor would provide opportunities for youth to participate in organized games or tournaments. Coach will also work on developing fun and creative physical exercises to involve students in sports games.

### **DUTIES AND RESPONSIBILITIES:**

1. The Sports Instructor will organize weekly practices and sports games with youth participants.
2. They will organize monthly or quarterly competition with youth services or other organized youth basketball, flag football, and soccer teams.
3. The Sports Coach will work individually and in group settings to develop skills, respect, and sportsmanship among all student participants.
4. The Sports Coach will be responsible for the recruitment of new student participants.

5. The Coach will be required to uphold all the team rules and conduct.
6. Handle and prepare incident reports when needed.
7. Report all issues to appropriate staff.
8. Always maintain a professional attitude.

### **Organizational Relationships**

Under the supervision and direction of the Program Director. Works in close partnership with the school P.E. Department.

### **Qualifications:**

- *Education/Knowledge:* Preferred A.A. degree in Physical Education or related field or current enrolled in community college. Knowledge of organized sports games and team building. Strong interest in youth development.
- *Experience:* At least one to two years' experience in non-profit youth organization providing sports instruction and activities. One to two years' experience working with youth in non-profit educational agency or school. (Ages 10-14).
- *Skills and Abilities:* Must be able to discipline, teach and encourage youth utilizing positive reinforcement. Model good sportsmanship. Lead large groups of students. Be active with youth supervision. MS Word, MS Excel, internet, e-mail.
- Able to maintain professional standards under pressure and time bound projects. Awareness of organized games and team building activities to nurture a fun/safe learning environment is a plus.
- *Computer Skills:* Must be fully proficient with Windows Office, and/or other computer software programs, comfortable navigating the internet, e-mail and social media.
- *Required pre-requisites prior to working:* Must have current TB test results (every 4 years), CPR/First Aid certification (every 2 years), COVID-19 vaccination and Live Scan federal and state fingerprinting (1 time only).
- *Physical Requirements:* Dexterity of hands and fingers to operate a computer and office equipment; sitting or standing for extended periods of time; walking to various sites at the assigned location; kneeling and bending, pushing and pulling and reaching to retrieve items; lifting and carrying objects weighing up to 15 pounds; and hearing and speaking to exchange information in person and on the phone.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This description does not create an employment contract implied or otherwise, other than an "at-will" relationship.

The L.A.C.E.R. Afterschool Programs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Reports to: Middle School Program Director

Job Type: Part-time  
Work Location: Los Angeles 90038  
Pay Frequency: Twice monthly  
Pay Rate: \$ \_\_\_\_\_  
Hours: 5 days per week (Monday – Friday) at 3 hours per day.

**Signatures:**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**This job description has been approved by all levels of management:**

Human Resources Manager: \_\_\_\_\_

Date of Signature: \_\_\_\_\_