



JOB DESCRIPTION

Position Title: Program Coach	Location: Reno, NV
Classification: <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Short-term project	FLSA Status: Non-Exempt
Reporting Relationships	
Reports to: Founder	Supervises: n/a

POSITION SUMMARY: The Program Coach will instruct groups or individual athletes in the fundamentals of a specific sport. The Program Coach is responsible for leading and monitoring the program activities of the day. This includes creating the schedule as well as creating the programming, drills, skills and progressions for the specific sport of the program.

ESSENTIAL FUNCTIONS & BASIC DUTIES:

1. Set daily schedule, coordinate and lead the activities of the program.
2. Engage with parents/guardians during drop off and pick up.
3. Communicate with parents in person, providing updates when required and answering questions about the program.
4. Collect and organize waivers at participant check in and turn in to appropriate personnel.
5. Provide guidance, motivation and support to all program participants.
6. Supervise participants in activities.
7. Appropriately discipline participants as needed.
8. Evaluate and assess equipment as needed and prior to and during the program.
9. Educate individuals, groups, or teams on the rules, strategies, and techniques for the program specific sport.
10. Train, encourage, and motivate athletes to prepare them for games, competitive events or an upcoming season.
11. Teach safety rules and regulations and ensure they are enforced.
12. Ensure participants are wearing and using all required protective equipment properly and safely.
13. Identify the strengths and weaknesses of participants and modify coaching strategies accordingly.
14. Remain current on changes in rules, coaching philosophies and techniques, and technology relevant to the program-specific sport.
15. Assist with marketing and outreach of programs to the community.
16. Represent the mission and vision of the Company.
17. Other duties may be assigned.*

KNOWLEDGE, SKILLS AND ABILITY:

- Ability to inspire and motivate others.
- Ability to communicate and teach foundations of a sport or sports in an effective manner.
- Ability to adjust to changing situations.



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- Highly knowledgeable of rules and techniques of the sport which the program is based.
- Ability to both demonstrate and explain effective coaching techniques.
- Ability to participate in games, sports, and physical activities.
- Ability to maintain attention and high level of energy or excitement for extended periods of time.
- Excellent organizational and problem-solving ability.
- Ability to teach multiple types of audiences and learning abilities.

EDUCATION AND WORK EXPERIENCE:

- High School Diploma, required.
- At least two (2) years of coaching experience, required.
- At least two (2) years of experience as an athlete in a sport or sport(s), required.
- Must be at least 18 years of age.

CERTIFICATES AND LICENSES:

- Certification or accreditation in a relevant sport, required.
- Basic First Aid and CPR certification, required.

PHYSICAL/MENTAL DEMANDS:

Physical Demands: The essential functions of the position require:

- **constant** standing, walking, talking and hearing;
- **frequent** running, jogging, balancing, squatting, plyometric movements, repetitive use of both hands, grasping in both hands, and finger dexterity in both hands, repetitive use of both feet, bending over, lifting/carrying of up to 25 lbs., pushing/pulling, near/far visual acuity, depth perception, field of vision;
- **occasional** reaching overhead, stooping, crouching, kneeling, and driving a vehicle.

Mental Demands: The essential functions of the position require the ability to read and write simple material, perform simple math calculations, and the ability to perform simple and complex tasks; perform clerical functions, compile and analyze information; coordinate and create activities, supervise and instruct others; follow instructions, influence others, meet time requirements, problem solve through use of independent judgment and decision-making skills.

WORKING CONDITIONS:

The noise level in the work environment is usually moderate to loud and the employee usually works in an outdoor environment. Work may entail the use of computer equipment. The employee works alone, with others, around others, with verbal and face-to-face contact. Ability to work a flexible schedule including weekends, evenings and some holidays

*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Skiing is Believing. Skiing is Believing abides by employment at-will, which permits the Company to change the



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terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Skiing is Believing.

I have read, understand and accept this job description as defined above.

Employee Name (please print)

Employee Signature

Date

Job Description Approved by: The Founder

Date Approved: 10/26/21

Revision Approved by: _____

Date Approved: _____