

Sports Coordinator



Qualifications: Must have the following experience:

1. A minimum of a GED.
2. Experience working in childcare, with children, and/or teaching.
3. Athletic background.
4. Customer service and/or previous work experiences.
5. Experience with creating sports lessons, implementing lessons, and thinking outside the box.

Curriculum Expectations: When the children have completed their academic time they will partake in at least 30 minutes of athletics. The Sports Coordinator is responsible to but not limited to:

1. Implement the planned activities with the children during the sports rotation.
2. Plan sports units *Minimum of having a backup plan for each day.*
3. Encourage a positive, motivating, and enriching environment.
4. Conduct and coach children through various problem solving situations.

Daily Responsibilities: Above all job duties keeping the children safe is the most important responsibility of the day. Below is a list of job duties that should happen every day:

1. Check the program spaces to ensure they meet all safety measures.
2. Keep updated child trackers while the children are in your rotation.
3. Ensure that any children with allergies and/or medication are always out of reach of dangerous materials.
4. Provide basic first aid to children who need it.
5. During academic time, prep the equipment and activities for the day.
6. Participate in daily opening/closing activities.
7. Make sure that in sports equipment is in good shape, if we need replacements let the manager know.

Training Expectations: There are mandatory trainings that each sports coordinator must obtain.

1. CPR/First Aide: each employee must obtain these certifications within the first week of their employment.
2. VIRTUS Training: must begin during the first week of employment and maintain during employment with LE3 if in a Catholic school.

Hours: If there is the option for an AM program to run within the site then the hours may include a morning program. If not then the hours could pertain just to the PM hours.

1. **PM:** 1:45/2:15 p.m. to 6:00 p.m. Monday through Friday. * Start time depends on school*
2. **Full Day Hours:** on days there is no school, full week vacations, and summer camp
3. **Summer Program:** we offer a 10 week summer program, full time hours and flexible scheduling is available.