



JOB DESCRIPTION

Position Title:	Coach Coordinator
Position Reports to:	Camp Managers
Department:	KidsGames
Schedule (may vary):	Starting March 15th Hours will vary before Kidsgames 10-20 hrs a week. 30 hours a week during the weeks of Kidsgames.
Rate/Salary:	Seasonal Non exempt Part Time \$18

General Description

The Coach Coordinator will build, train, disciple, and direct the sports and creative art teams before and during the 4 weeks of Kids Games as well as work within the vision of KidsGames and North Coast Calvary Chapel.

Specific Duties and Responsibilities:

The Coach Coordinator primary duties and responsibilities will be:

- Help the Camp Managers recruit coaches with different areas of expertise.
- Assist with rotation activity planning and content.
- Assist with placing volunteers, to ensure that each area and team member is fully equipped.
- Communicate with coaches about training and expectations in the lead up to camp.
- Help train and disciple the coaching team before and during camp.
- Organize equipment for the zones and provide a list of needed equipment by the beginning of May.
- Set Up and Tear Down of Zones before and after each day of camp.
- Responsible for a team time of prayer and huddle prior to the start of camp each day.
- Oversee zones and zone rotations during camp.
- Respond to questions from parents, leaders, and youth in a professional, respectful and kind manner.
- Be in prayer over the campers, program and team members.
- Reliable workplace attendance.
- Other duties as assigned by Camp Managers.
- Time Commitment (Seasonal)
 - Starting March 15th Hours will vary.

Knowledge/Skills Required for the Job

- Strong computer skills. Knowledge of the following applications Google, Word, Excel
- Fostering teamwork & unity
- Good written and verbal communication skills
- Organizational astuteness
- Ownership and accountability for all responsibilities

- Ability to handle difficult situations well and handle stress with a calm and effective demeanor.
- Strength in working under pressure and with deadlines.
- Works well with others and committees to accomplish goals.
- Ability to interface with all staff.

Minimum Requirements

- Ability to work well with others in a team environment.
- Ability to hold discrete information confidential.

Physical Requirements

- Walking (frequently)
- Able to be on your feet for long periods of time.
- Typing – computer keyboard
- Telephone – receive and dial calls.
- Lifting (up to 20 pounds)