



MINNESOTAFLYERS

GYMNASICS AND FITNESS

Job Title:	Head Team Coach	Job Category:	Management
Level/Salary Range:	\$50k-\$65	Position Type:	Full Time/40 hours per week
Supervisor	Executive Director	Date	
Will Train Applicant(s):	YES		
Job Description			
<p>Role and Responsibilities</p> <p>Work with the Executive Director and President/Board to:</p> <ul style="list-style-type: none"> • Develop weekly lesson plans and send them to the Executive Director. • Attend weekly core staff meetings on Monday mornings during the school year. • Develop marketing materials as needed. • Plan, delegate, and support fundraising opportunities. • Develop program offerings and a coordinated schedule with other lead coaches and high school coaches for Spring, Summer, Fall, and Winter programming. • Maintain and complete receptionist duties, cleaning duties, supply purchases, and running errands as appropriate. <p>Hire coaches (with Ex. Director and board approval) and secure staffing and substitutes for all team programming using appropriate coaches and numbers for all levels. Coach all teams. Be on the floor during all team activities.</p> <p>Understand USAG rules, regulations, and routines and be able to train staff on them.</p> <p>Train all team coaches on coaching techniques and safety.</p> <p>Register Participants and review all team programming registrations for accuracy and completion.</p> <p>Conduct regular coaching staff meetings(at least monthly) and provide training or obtain training for all team coaches on coaching techniques and safety.</p> <p>Organize and conduct, a minimum of, bi-annual meetings with high school coaches, before and after seasons.</p> <p>Review & Update (as needed) the Team Handbook annually</p> <p>Conduct the annual parent meeting in August, to explain the team program, hand out the handbook</p> <p>Communicate with parents and children progress reports, program offerings, and closures and develop incentive materials for children and families.</p> <p>Conduct at least bi-annual parent conferences to update athlete progress</p> <p>Plan and conduct at least annual team tryouts</p> <p>Present practice and meet schedules to the board for approval (School year and Summer)</p> <p>Communicate with the Board(Monthly), team progress, numbers, levels, meets</p> <p>Communicate with the Board Budgetary needs or requests</p>			



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Report any safety issues, or broken equipment to the Executive Director immediately, and resolve issues whenever possible.

Fill out injury reports as needed

Ongoing support of all programming, use discretion and confidentiality when discussing participants.

Other duties as assigned.

Qualifications and Education Requirements:

Education or training in athletics, athlete development, gymnastics, exercise science, or other related fields.

USAG Certification

First Aid/CPR Certified

Preferred Skills:

5 years of coaching experience

Understanding of child development, skill development

Statement of Understanding:

I have read this job description and understand its contents. I also understand this job description is not intended to be and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with my position.

I further understand that my employment is at will, and thereby understand that my employment may be terminated at will by Minnesota Flyers Gymnastics or myself with or without notice.

Every effort has been made to make this job description as complete as possible. However, this job description may be changed without notice when in the best interest of Minnesota Flyers Gymnastics. When changes are necessary, a written addendum will be added to this job description.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Exec Board	Date/Time:	