



## JOB DESCRIPTIONS

The Kelly Park Sports Association (KPSA) is responsible for summer sports programming for youth within the Town of Logy Bay-Middle Cove-Outer Cove. The sport focus of the organization this summer will be on Softball, Soccer, Basketball and Tennis. The association is made up of volunteers from within the community. KPSA has various job opportunities available for the upcoming summer:

- ***KPSA Program Coordinator***
- ***KPSA Supervisors***
- ***KPSA Coaches***

Interested applicants should submit all required documentation, as indicated on the application form to [office@lhmco.ca](mailto:office@lhmco.ca) no later than **April 30, 2024 at 4:00pm.**

### **KPSA PROGRAM COORDINATOR**

Under Guidance from the Kelly Park Sports Association and the Town of Logy Bay-Middle Cove-Outer Cove, this individual will lead the day-to-day operations of the KPSA sports program for the 2024 season.

#### **RESPONSIBILITIES**

- Assist and oversee the program registration process
- Develop teams and schedules
- Order equipment, uniforms, and supplies
- Plan and organize program kick-off and end events
- Assist in the hiring of KPSA Coaches
- Organize Tournaments and league games within KPSA
- Liaise with other Town recreational personnel and coaches to organize games/tournaments
- Act as the front-line person for all parental inquiries
- Delegate tasks to sport specific supervisors
- Assist sport specific supervisor/coaches in the development of practice plans and with games/practices
- Provide verbal and written communication to KPSA members
- Communicate and update all social media platforms on a daily basis
- Provide weekly updates to KPSA executive & Town Staff
- Organize volunteers for on field assistance
- This position requires a person to work 35 hours per week (hours vary)
  - Evening & Weekends Required

#### **QUALIFICATIONS**

- Mature, sports-oriented individual.
- Must be proficient in Microsoft Office (specifically: Word and Excel)
- Must have current certificate of Standard First Aid, CPR and AED level C and provide an RNC Code of conduct upon hiring
- A post-secondary education in physical education or recreation would be considered an asset
- NCCP Coaching courses would be considered an asset
- Previous experience coaching children between the ages of 3-17 would be considered an asset

### KPSA SUPERVISORS

Under the guidance of the KPSA Program Coordinator, these individuals will run the on-field soccer & softball operations for the 2024 season.

#### RESPONSIBILITIES

- Assist the Program Coordinator with developing teams and schedules
- Assist the Program Coordinator with organizing tournaments and games within KPSA
- Liaise with other Town recreational personnel and coaches to organize invitational games/tournaments
- Develop weekly practice plans for each age group
- Lead practice and games
- Supervise sport specific coaches
- Provide weekly status updates to the Program Coordinator
- Assist the Program Coordinator with organizing volunteers for on field assistance
- Work with volunteers who are providing on field coaching assistance
- Be responsible for the supervision of children in the KPSA programs daily and during all program sanctioned events
- Ensure a safe and supportive environment for all children and staff
- Be a point of contact person for on field enquiries by parents
- Ensure that all issues are reported to the KPSA Program Coordinator in a timely manner
- Be responsible for sport specific equipment
- This position requires a person to work 35 hours per week (Hours vary)
  - Evening and Weekends Required.

#### QUALIFICATIONS

- Strong knowledge and experience in the sport of soccer and/or softball
- Good verbal communication skills
- Energetic, outgoing personality (able to motivate children)
- Should be proficient in Microsoft Office (specifically: Word and Excel)
- Must have current certificate of Standard First Aid, CPR and AED level C and provide an RNC Code of conduct upon hiring
- A post-secondary education in physical education or recreation would be considered an asset
- Coaching theory would be considered an asset
- Previous experience coaching children between the ages of 3-17 would be considered an asset a post-secondary education in physical education or recreation would be considered an asset
- Coaching theory would be considered an asset
- Umpiring levels and/or previous umpire experience would be considered an asset (softball specific)

### KPSA COACHES

Under the guidance of the KPSA Program Coordinator and KPSA Supervisors, these individuals will assist in the running of the on-field operations for their respective sport for the 2024 season.

#### RESPONSIBILITIES

- Assist the Supervisor in developing weekly practice plans and leading practices and games for the different age groups in your respective sport.
- Work with volunteers who are providing on field coaching assistance
- Be responsible for the supervision of children in the KPSA programs daily and during all program sanctioned events
- Ensure a safe and supportive environment for all children and staff
- Ensure that all issues are reported to the KPSA Program Coordinator
- Responsible for sport specific equipment
- This position requires a person to work up to 35 hours per week (Hours Vary)
  - Evening and Weekends Required.

#### QUALIFICATIONS

- Strong knowledge in sports
- Good verbal communication skills
- Energetic, outgoing personality (able to motivate children)
- Must have current certificate of Standard First Aid, CPR and AED level C and provide an RNC Code of conduct upon hiring
- Coaching theory would be considered an asset
- Previous experience coaching children between the ages of 3-17 would be considered an asset
- Umpiring levels and/or previous umpire experience would be considered an asset (softball specific)