



Position Title: **Sports Performance Coach**

Last Updated: August 2023

Reports To: Athletic Director

Status: Non-Exempt-Hourly
Permanent Part -Time

Schedule: Base 25-30 Hours Per Week
Actual hours assigned as needed by Athletic Department
Weekend and special event coverage as necessary

Benefits: Not Benefit Eligible-Except for Sick Time As Required By MA Sick Time Law

Summary Description:

The Assistant Sports performance coach will report to the Director of Sports Performance and the Athletic Director of the Williston Northampton School. The Assistant sports performance coach will be a vital piece of the Sports performance program and will implement evidence-based sports performance programs to large groups of student athletes working to enhance the speed, strength, and conditioning of the athlete while reducing the likelihood of injury in those student-athletes. The assistant sports performance coach must be an energetic, positive role model for high-school aged student athletes and must put the development of young people before all else. The assistant sports performance coach must be able to convey necessary information, patterns, and procedures to both beginners and to high level, future collegiate athletes.

Essential Functions:

- Devotes full time and attention to improving the minds and athletic ability of Williston Northampton school's student-athletes
- Complies with rules and regulations of the Williston Northampton School to ensure that each student athlete has a safe, effective, and bountiful experience during their time in the Sports Performance Program
- Assist the director of sports performance with the implementation (and possibly design) of sports performance programs for every varsity team, sub varsity team and a host of off-season athletes.
- Work to provide each student athlete with a memorable experience that prepares them for their future endeavors as athletes and adults.
- Ensure the health and safety of the student-athletes while administering sports performance programs and aid in monitoring each student-athletes development within the space.
- Assist sport coaches to develop a cohesive, team first mentality within each team and maintain a professional working relationship with those coaches by providing feedback on their team/individuals when requested to do so.
- Maintain strong working relationship with Sports Medicine department to assist the Director of Sports Performance implement rehabilitation protocols and return to sport programs.
Provide support to the Director of Sports Performance when it comes to set-up, break-down and cleanliness of the Sports Performance facility.

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- If applicable, Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Other duties as needed or assigned

Qualifications

- Bachelor's degree from an accredited institution, preferably majoring in Exercise science or related field.
- CPR/AED and First Aid certified
- Some experience in sports performance/strength and conditioning required
- Certification in the field: National Strength and Conditioning Association is preferable, but other certifications will be considered
- Ability to work nights and Saturday mornings
- Great oral, written, communication, leadership and interpersonal skills
- Strong understanding of physiological principals related to the field
- Ability to demonstrate and instruct specific skills/patterns related to the field
- Understanding of how to design and implement sports performance programs
- Must be critical thinker who is able to adapt and respond quickly when changes in situations arise
- Moderate to high movement and activity required; responsibilities include long periods of standing, walking, pulling, pushing, carrying etc.
- Belief and a strong passion for the mission of Williston
- High energy, lively intelligence and enthusiasm for residential school life
- Ability to effectively interface with all levels of the school community
- Motivated self-starter, strategic thinker, with organization and initiative
- Ability to manage expectations in a manner that is honest, trustworthy, respectful, flexible and diplomatic
- Solid working knowledge of Microsoft Office Suite, (Word, Excel, OneNote, Power Point) Internet, knowledge of Veracross a plus

Physical Qualifications:

The person in this position:

- Will successfully complete post offer employment physical
- Will regularly communicate with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information
- Can operate office equipment, i.e., calculators, copy machines, printers
- Can remain in a stationary position for extended periods of time, i.e., Standing/sitting
- May need to bend, lift (up to 50 lbs.), push, kneel, crouch, crawl, stoop
- Will use hands and fingers for manipulation of equipment or tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception
- Has the ability to climbs stairs, step stools, ladders, etc.
- Will have the ability to handle heavy equipment
- Will carrying material and athletic equipment such as balls, goals, scoreboards, and field equipment, etc.

Working Environment:

- The employee may be exposed to wet or humid conditions
- The employee may be regularly exposed to noisy environments
- The employee may be exposed to dusty environments
- The employee may be working in areas with moving mechanical parts
- The employee may be exposed to inclement outdoor weather conditions
- The environment often may be cluttered with equipment

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.