COORDINATOR YOUTH FOOTBALL 3rd-6th GRADE

The duties of the 3rd-6th grade youth football coordinator are as follows.

* Work with the Community Sports/Recreation program Director and Assistant.
* Oversee the program and the coaches.
* Find volunteer coaches
* Work with the Community Sports/Recreation Program Assistant and follow up with, to make sure all the proper paperwork and documentation is completed to be a volunteer: Volunteer packet, background check, SafeSchools, USA Football, CPR/First Aid. No volunteer coaches can be on the field or have contact with any kids until you hear from the Community Sports/Program Asst.
* Communicate with the volunteer coaches on what days/times for practice and communicate that with the Community Sports/Recreation Program Asst.
* Attend practices ( Unlock outside bathroom doors at FLMS before practice and lock them back up after practice) ( unlock outside equipment room. Make sure all equipment is put back in after practice and lock up ) attend all games. Travel is involved.
* Check off each athlete the first week of practice to make sure they are cleared to play before they can be on the field: Registered, sports physical, Take attendance first week. The Community Sports/Recreation Program Asst. will provide you with a roster. Collect any forms and mark off on the document that it was received.Turn everything into the Community Sports/Recreation Program Asst.
* Gear check out: work with the Director and Assistant, document the gear for each athlete on a form, collect signatures from parents on all forms regarding gear. Give all documents to the Community Sports/Recreation Program Asst.
* Gear check in: work with the Director and Asst. Document each athlete as the return gear and mark it off on the document.
* Make sure parents, athletes, spectators, coaches are following expectations and District policies. Handle any issues that might occur.
* The Community Sports/Recreation Program Asst. will send you information on which athlete’s are eligible to participate dailey. You will follow up with those parents.
* End of season coaches evaluations: meet and go over their performance and document on the form.
* Complete inventory at the end of each season. Document all inventory/sizes on the document.
* Meet with the Community Sports/Recreation Program Asst and the Director and go over inventory and what may be needed for the following year..
* All Forms and documents will be provided by the Community Sports/Recreation Asst.
* Complete any task that might be assigned during the season.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_