

**SPORT AND ACTIVITY COACH (Level 2 and above)**

**Responsible to:** **Sports, Health and Fitness Development Manager/  
Centre Sales and Facilities Manager**

**Responsible for:** **Assistant Coach (mentor role)**

Duties and Responsibilities - Delivery work

- To deliver appropriate and suitable coaching for a wide variety of participants, ensuring sessions are challenging, progressive, stimulating and enjoyable and the required outcomes are achieved.
- To effectively plan and evaluate each session and submit these to the Sports, Health and Fitness Development Manager/Sales and Facilities Manager at least 24 hours before the session(planning) and no longer than 24 hours after the session (evaluation).
- To adhere to Watford YMCA Coaching Guidelines, policies and procedures (including Health and Safety, Child Protection, Accident Reporting etc) at all times.
- To arrive in good time to ensure there is an introduction, a health and safety assessment of the working area including an equipment check and time to prepare and set up for the coaching session.
- To ensure all sessions start and finish on time and are conducted in accordance with the appropriate NGB guidelines and good practice. Where appropriate, all participants must provide a receipt confirming payment or be pre registered for any activity
- To deliver verbal screening of all participants to take place at the start of a session and relevant advice or referral made where necessary, making sure that all new participants are communicated with and encouraged.
- To be responsible for the equipment used (on and off site) and for the correct cleaning/storing of the equipment after use.
- To work with the Sports, Health and Fitness Development Manager:
  - to consider possible adjustments to the programme where a participant(s) is not fully engaged
  - to self evaluate performance and activity sessions to ensure continual development
  - to plan delivery of programmes for specific groups
- In line with Club guidelines maintain a minimum participation to meet operational requirements
- To lead any junior coaching staff and support them in assisting in the delivery of sessions to the required standard

General

- To ensure that all duties are performed in an equitable manner and to actively promote the principles of equality amongst participants
- To help with the design and production of handouts, posters, leaflets for programmes.
- To promote/distribute information re forthcoming events to participants and partners
- To ensure qualifications are kept up to date in accordance with NGB guidelines.

**Scope and Level of Authority**

This work involves providing a safe, effective and professional service to users of the facilities and YMCA programmes. Individuals will need to be familiar with all procedures and policies relevant to delivery of the programme both on site and away, reporting any incidents or concerns to the appropriate manager and/or delivery partner.

The work will potentially involve working with all age and social groups .

Coaching programmes will be delivered both on and off site, the postholder will be required to work in a professional and collaborative manner with partner agencies to ensure that mutual outcomes are achieved.

The postholder will report to the Sports, Health and Fitness Development Manger and/or the Centre Sales and Facilities Manager and in turn will lead/mentor the Assistant Coach.

This post is subject to an Enhanced Disclosure under the Criminal Records Bureau system.

The list of duties is issued as a guideline to assist you, because of the evolving nature and changing demands of our business this may be subject to change.

**Person Specification: SPORT AND ACTIVITY COACH - Level 2 and above**

<b>Knowledge/Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Must hold a recognised and up to date coaching qualification, level 2 and above	√	
CPR Certificate	√	
First Aid certificate – appointed person		√
Knowledge of how to structure, organise and deliver coaching sessions to children	√	
Knowledge and understanding of health and safety practice	√	
Knowledge and understanding of child protection/vulnerable adults	√	
Other fitness or sport related qualifications		√
Knowledge of school curriculum outcomes		√
<b>Experience</b>		
Working with children/vulnerable adults in a coaching capacity	√	
Teaching/coaching children and hard to reach groups		√
<b>Aptitudes and Skills</b>		
Strong interpersonal skills, including the ability to develop effective relationships with users and delivery partners	√	
Must be mobile and able to work off site as required	√	
Good communication and organisational skills	√	
Able to enthuse and be creative in a relaxed and open manner	√	
Able to assess and record progress	√	
Commitment to seeking equal opportunity for all	√	

**Lead Sport and Activity Coach – Terms and Conditions (Subject to Contract)**

**Fixed Term**

Rate of Pay

£14.00 per hour

Hours of Work

Dependent on the programme(s) delivered. Work may be term time only and/or include additional work in the school holidays.

Annual Leave Entitlement

Based on 28 days, pro rata, including bank/public holidays. The holiday year is 01 April to 31 March, employment commencing or terminating part way through the holiday year will be calculated on a pro-rata basis. Holiday may not be taken during the programme delivery period.

Conditions of Employment

Employment is subject to Watford and District YMCA obtaining references, enhanced disclosure and medical clearance that is satisfactory to the Association and verification of the right to work in the UK.