

FREDERICKSBURG FIELD HOUSE

Job Description



Job Title	Lil' Sluggers Coach
Department	Youth Programming
Location	Fredericksburg, VA
Reports to	Director of Youth Developmental Programming

Level	Type of position:	Travel	Amount Required:
	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary		<input type="checkbox"/> None <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> 25%-50% <input type="checkbox"/> 50% or more
Grade	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		

JOB DESCRIPTION

The Lil' Sluggers Instructor is responsible for planning, instructing, and supervising youth fitness development classes. The Lil' Sluggers Instructor reports directly to the Lil' Sluggers Coordinator / Director of Youth Developmental Programming.

RESPONSIBILITIES

Teaching Classes

- Instructor will be trained to teach all age groups: from Mascots to Hall of Famers classes.
- All instructors will teach a minimum of 1 classes/week (based on class availability)
- Will instruct no more than 3 consecutive classes (special exceptions may occur)
- Will instruct no more than 4 classes in a day (special exceptions may occur)

Sign-ups/Registrations

- Instructors must be proficient in answering questions relating to the Lil' Sluggers program/Youth Programming Department
- All coaches are responsible for keeping track of their class rosters/attendance.

Marketing Information

- All instructors are responsible for handing out class schedules and promoting the new sessions during their current session.
- Coaches may be required to attend community events in an effort to promote the program. (When assigned by Coordinator)

Facility Cleaning

- All staff are responsible for keeping equipment organized
- After a shift of classes, instructors will clean the area around the field

Guest Service

- To Provide the best possible customer service, instructors will take time for new kids and parents and orient them to the program
- Staff members are expected to have detailed knowledge of the facility and programs offered.
- Instructors will be asked to give hand-outs and information updates to their customers.

Training

- As the instructor gains experience, they may be asked to participate in training new employees.
- Employees will attend all training sessions assigned by the coordinator.

Supervision

- Instructors are directly supervised by the Lil' Sluggers Coordinator.
- All instructors are indirectly supervised by the General Manager and Manager on Duty

REQUIREMENTS

- Requires strong communication skills, both verbal and written
- Must have leadership capability
- Must have good guest service skills
- Must be detail-oriented and have outstanding organizational skills
- Must have strong time-management skills
- Ability to maintain focus in a high-volume, fast-paced environment
- Ability to multi-task
- Ability to prioritize
- Must love working with kids
- Must be able to work and communicate effectively with kids and their parents
- Must have a creative outlook on fitness
- Must be able to work irregular shifts to include, nights, weekends, and holidays as needed

Physical Requirements

- Must be able climb, crawl, jump, kneel, run, sit, stand, and/or walk for the duration of the shift (4 or more hours)

I _____ (Employee's Name), hereby certify that I understand and agree to abide by the terms and conditions of my employment set forth in this agreement.

Employee's Signature

Date

Manager (Print Name)

Title

Manager's Signature

Date

Human Resources (Print Name)

Human Resources' Signature

Date