

ADULT SPORTS LEADER JOB DESCRIPTION

The adult sports staff person will be responsible for the planning and guiding of games for the sports group they are responsible for, with the help of the teen helpers.

Activities: The activities don't all need to be sports related, the kids have loved: Drawing with chalk, blowing bubbles, building with legos or Lincoln Logs, building in the woods, raking piles of leaves and jumping in them, jumping rope, playing 4 corners on the back patio, playing duck, duck, goose, etc. A mix of sports games and more creative activities seem to provide a little bit of something for everyone. Karen Miller, the Sports Coordinator, will provide a tentative schedule for you to work with.

Teen Assistants: The goal with your teen helpers is to train them - train them to be good at leading sports, listening to the concerns of our younger students, calmly establishing discipline, and other leadership skills. Very often, this is the first job for these kids and they need to be trained how to take initiative, how to be warm but firm, how to be encouraging, etc.. Teen helpers can be your "go-to" for setting up cones on the field, pulling out sports equipment, taking kids to the restrooms, separating into smaller groups, and helping get band aids, etc.. If you feel a teen helper needs some extra training, that's where Karen comes in and sits down with them. Karen can do evaluations of the teen helpers around mid-year and end of year, with your input, to give them constructive feedback to help them grow.

Our Students: Our students....are awesome. Every single one is unique and created in God's image. One important responsibility as a sports leader is to mentor, encourage, and pray with your students. Sports activities and exercise are so very important for students today. Group games, competition, socialization, running, playing, and fresh air build on so many educational facets that the classroom alone can not do. This is one reason why families chose co-ops and homeschooling in general. It is the responsibility of the Sports Leader to mentor through these activities; encourage, disciple, and pray often with students who are struggling with competition, fairness, or loss during sports time. You as their leader will have many opportunities to mentor and pray with the students and we encourage you to come alongside them; give them choices rather than consequences (ie. saying "you can choose to play gaga ball fairly or you can choose to step out and take a break while watching." rather than just pulling a student from a game for a time out). When you take the time to get down on the child's eye level and talk with them, encourage them, and pray with them, they feel loved and appreciated and valued. Please be aware that sports activities can often bring about "big feelings" in some students. Encourage them to make good choices and again, **pray with them often.**

Difficult Situations: Sometimes a student gets overwhelmed being in a situation with lots of peers who are being competitive and loud. A student that is struggling should be allowed to sit along the side with a service parent or teen assistant while they regroup. If you have a student or students that are continuously struggling, do not hesitate to get Karen Miller involved in the situation. Karen spends a lot of time outside CHESSIE hours communicating with parents and letting them know any struggles their students encountered on Thursday. **Please be sure to let her know.** A good way to document

during sports time is by making a quick note on your phone “notes” so you will remember to communicate this later to a parent and to Karen.

Parent Communication: One of the biggest responsibilities you have is to talk to parents when a child is struggling. We like to open the doors to those conversations EARLY. Very often, our concern will be something the parent was expecting AND they have great advice on how to direct the child in the direction we all wish them to go. The quicker we can route to healthy patterns and not let unhealthy patterns develop, the better. Almost every single parent is happy to work with leaders and they can provide insights about their own children that are invaluable. Please always involve Karen Miller in any issues or concerns you have with a student so she can assist and support you as the sports leader. There have been rare occasions when a parent had different expectations of what their child would be doing during sports than what you have planned. Gently explain how things run and if the parent is still unhappy, please direct them to Karen Miller. Be sure to get in touch with Karen before the parent does, so that you can explain the situation to her.

Adult sports leaders are encouraged to send an email to parents to introduce themselves at the beginning of the year. This will open the door for any communication that needs to happen during the year.

For sports leaders that are responsible for dismissal of students at pick-up, please communicate with parents to let them know where the pick up location will be each week. This will take some time to establish in the beginning of the year, but will get easier as time goes on. Please let me know if a parent is late twice or is egregiously late even once. You are not being paid past your shift and your time should be respected. I like to stop a tardy habit early, before frustration for staff sets in. Teen staff often need to head off to their science class, and we don’t want them waiting with children of late parents.

For sport leaders that are responsible for receiving students at drop off, Communicate with parents to let them know where the drop off location will be each week. You are free to take attendance each week, if you see fit. Make sure you at least have a head count each week so you can keep track of them as you travel to different activities.

Allergies / Medical needs: The sports leader should familiarize herself with what students have allergies or carry medication with them. This list is in the first aid box. The roster with contact information is also there in case you need to contact a parent or an emergency contact. This information can also be found on the parent resources, service hours and roster page of the CHESSIE website at www.chessienews.com

The epipens are stored in the closet to the right when you walk in the front of the church).

First Aid: If a child gets hurt, please administer appropriate first aid and log it into the injury log inside the first aid box. If a child is hurt or sick and it is serious, be sure to contact the parent. If assistance is needed, please text Mrs. Miller to help you.

WATER! Encourage students to drink water. When they are playing sports, they need to take frequent water breaks. A water cooler will be outside for students to fill their water bottles. It is important that students stay hydrated.

Other Responsibilities include:

- Always set a tone of encouragement, be a leader, and Godly mentor
- Pull needed sports equipment from the trailer prior to the shift and put it back when you are done
- A lot of new sports equipment was purchased this year. PLEASE help keep track of sports equipment, **mentor and lead the students to be good stewards of the CHESSIE sports equipment** and make sure it gets put back where it belongs when not in use.
- Choose games to involve the greatest number of students
- Rotate games regularly so that kids are introduced to a variety of games (google search is your friend!)
- Oversee and participate in the games to keep balance; for team games and relays, be sure to shift players to keep teams evenly matched as needed
- Oversee the fairness of the play, maintaining impartiality in refereeing and team selection
- Choose games that fit the weather - On a day that is raining or bitterly cold, the adult sports leader should plan alternate activities for students.

Absences: It is the responsibility of the staff member to find a substitute if they are unable to attend CHESSIE due to illness or other reason. The staff member will check the sub list on the website for suggestions if needed. The staff member will let Karen Miller know who to expect the sub to be and on what day. In case of emergency or sudden illness, the staff member will text Mrs. Miller if s/he will be absent. If the staff member has tried to find subs without success or is too ill to find a sub, s/he should contact Karen Miller or Katie Arnold for assistance in finding coverage.

Payment: This position is paid monthly. In the case of inclement weather or other situations when sports need to be canceled, please be flexible and wait to hear what your job / shift will be that day. Adult Staff coverage is typically used and then, if there are subsequent bad weather days, sports staff may be used to help supervise the CHESSIE campus. Thank you for being flexible and serving CHESSIE this way.

Adult Sports staff that are paid by check, must deposit their paycheck prior to receiving their next month's pay. A good guideline to follow is to cash checks within 2 weeks of receiving them. Paychecks are handed out on the first Thursday of the following month.

Do not ever hesitate to ask questions or reach out to Karen Miller for assistance. She is always happy to help with any needs you have. Her number is 804-240-2682.

Sports Equipment Purchases: Karen Miller is responsible for purchasing CHESSIE sports equipment. If you have a need, please ask. However, if you need to purchase something for CHESSIE sports, please get prior approval (especially for large / costly items). If approved, please provide a receipt for reimbursement.

Adult Sports Leaders for 2022 - 2023:

Casey Wendell 1 Sports (1 - 2 PM)

Crystal Crippen 2A / 2B Sports (12:05 - 2 PM)

Karin Wilcox 2B Sports (1 - 3 PM)

Lena Travis K Sports & 1 Sports (10 - 12 PM)

Lisa Saucerman PPF Classes X 4 (3, 4A, 4B, Life Sci) - 12:45 - 4:00

Traci Pownall 1/2 Sports (11 - 1 PM)