**SPORTS COORDINATOR JOB DESCRIPTION**

**Karen Miller 2022-2023**

1. OVERSIGHT OF SPORTS STAFF, TRAINING OF NEW TEEN AND ADULT STAFF WORKERS. **KEEP JOB DESCRIPTIONS UP TO DATE**. BE SURE THAT ADULT AND TEEN STAFF UNDERSTAND THAT THEY ARE RESPONSIBLE FOR FINDING SUBS WHEN THEY CANNOT BE THERE. COME UP WITH A SUB LIST TO HELP THE TEENS WITH THIS. SEND OUT THE SUB LIST TO THEM AT THE BEGINNING OF THE YEAR. LIST THE SUBS BY HOUR FROM 12-5. GIVE THEM A JOB DESCRIPTION, SO THEY KNOW WHAT THE EXPECTATIONS ARE. YOU CAN REFER BACK TO THAT IF PROBLEMS COME UP. MONITOR THE WORK OF THE TEENS AND GIVE THEM FEEDBACK WHEN YOU CAN.
2. **CREATING A FUN AND SAFE ENVIRONMENT**: CHECK IN WITH STAFF (BOTH SUPERVISING STAFF AND SPORTS STAFF) REGULARLY. LET THEM KNOW OF ANY CONCERNS THAT THEY HAVE WITH EQUIPMENT/WEATHER/STUDENTS/ETC.
3. **HAVE A SENSE OF THE KIDS**. WALK AROUND THE GAMES A COUPLE OF TIMES EACH THURSDAY TO GET A SENSE OF THE DYNAMICS AS WELL AS TO PROVIDE SUPPORT AND ENCOURAGEMENT TO THE SPORTS TEEN LEADERS ON THE FIELD. TELL TEEN LEADERS THAT YOU WANT TO KNOW ABOUT ANY DEVELOPING PROBLEMS EARLY, BEFORE THERE IS A FULL-FLEDGED SITUATION ON THEIR HANDS.  PARENTS ARE MUCH HAPPIER WITH A “SO WE’RE NOTICING A PATTERN DEVELOPING” RATHER THAN A “SO WE HAVE HAD AN INCIDENT” PHONE CALL.
4. **SET BOUNDARIES EARLY IN THE YEAR—**WE WANT EVERYONE TO FEEL SAFE AND ENJOY THE FUN OF CHESSIE, BUT THAT MEANS THAT KIDS WHO ARE ACTING OUT NEED TO BE HANDLED REALLY EARLY, SINCE THAT COMMUNICATES THAT KIDS ARE SAFE AT CHESSIE, THAT ADULTS ARE PAYING ATTENTION AND KEEPING EVERYONE RESPECTFUL.
5. **WATCH FOR KIDS WHO ARE SELF-ISOLATING** AND NOT PARTICIPATING IN THE ACTIVITIES.  WHEN POSSIBLE, MANEUVER THEM TO RACHEL HICE BECAUSE SHE IS REALLY GREAT WITH THEM. EMAIL OR CALL PARENTS OF THE LONELIER KIDS AND FIND OUT THEIR INTERESTS AND TRY TO PAIR THEM UP WITH KIDS OF SIMILAR INTERESTS. SOMETIMES THERE ARE SITUATIONS AT HOME THAT ARE CAUSING A STUDENT TO ACT OUT AT CHESSIE.
6. **WHEN A CHILD IS OUT OF LINE,** PLEASE HAVE THEM APOLOGIZE AND ASK FOR FORGIVENESS WITH YOU, RACHEL, OR CHRISTYLYNN (MOSTLY) EITHER ON THAT DAY OR THE FOLLOWING WEEK. PRAY OVER KIDS WHO GET HURT, WHO DON’T FEEL WELL OR ARE SAD.
7. **PARENTS ARE GENERALLY AWARE** OF THEIR KIDS NAVIGATE THE SOCIAL SIDE OF CHESSIE. WHEN POSSIBLE, CATCH THE PARENT TO DISCUSS WHAT YOU ARE SEEING AT CHESSIE. OR, YOU CAN GATHER INFORMATION AND E-MAIL OR CALL THE PARENT ON MONDAY. **ALWAYS CONTACT THE PARENT EARLY.** IF FOR ANY REASON THE CHILD IS GOING TO NEED A SERIOUS ACTION PLAN, OR EVEN A BREAK FROM SPORTS FOR SEVERAL WEEKS, THEN IT IS BEST IF THE PARENT HAS SEEN THE PATTERN EMERGING RIGHT ALONGSIDE US. DON’T IGNORE ISSUES BECAUSE THEY USUALLY WILL NOT GO AWAY WITHOUT INTERVENTION. **KATHY HAS DISCIPLINE FORMS IF ONE IS NEEDED.**
8. **LISTEN TO STAFF CONCERNS**—SAFETY ISSUES, BEHAVIORS THAT THEY ARE OBSERVING, CONVERSATIONS WITH KIDS THAT THE STAFF HAD THAT MADE THEM LAUGH OR ADDED INSIGHT TO SITUATIONS.
9. **SUPPORT KATHY AND SHARON AS PART OF THE ADMINISTRATIVE TEAM**.  THE THREE OF US DON’T ALWAYS AGREE, BUT WE ARE ALWAYS COOL WITH THE ULTIMATE DECISION. YOUR INPUT IS ESSENTIAL BECAUSE YOU ARE THE ONE THAT IS SUPERVISING THE SOCIAL SIDE OF CHESSIE. BE SURE THAT YOU HAVE INPUT INTO THE DECISIONS THAT AFFECT THE USE OF THE FACILITY, BACK FIELD, PARKING LOT.
10. **WE HAVE TO HAVE RULES AT CHESSIE**, BUT WHEN POSSIBLE, DO AS MUCH AS YOU CAN ON A RELATIONAL BASIS WITHOUT BEING STRONGLY RULE ORIENTED.
11. **INTEGRATING NEW FAMILIES**: NOTE WHEN NEW PARENTS HAVE A SERVICE SHIFT TO TALK WITH THEM, GET TO KNOW THEM AND INCORPORATE THEM INTO THE CHESSIE FAMILY.  IF YOU CAN FIND OUT SOME THINGS ABOUT THE NEW FAMILY SUCH AS WHERE THEY MOVED FROM, HOW MANY CHILDREN THEY HAVE, YOU CAN PAIR THEM WITH OTHER FAMILIES THAT HAVE THINGS IN COMMON.
12. **MONITOR THE WEATHER**: CHECK THE WEATHER REPORT PRIOR TO THURSDAY. HAVE A PLAN AND COMMUNICATE IT TO STAFF WHEN THERE IS A PREDICTION OF RAIN, WIND, EXTREME COLD, OR OTHER EXTREME WEATHER. DEPENDING ON THE CONDITIONS, GO WITH PLAN A/B/C.
13. **COMMUNICATE ANY FACILITY CONCERNS OR QUESTIONS TO BRYTLEIGH AGNEW IN THE FRONT OFFICE.**

**TYPICAL THURSDAY SCHEDULE:**

9:30-10:30

CHECK FOR TEXTS OR EMAILS FOR LAST MINUTE NOTIFICATIONS

10:00

SEND OUT PRAYER TO LEADERSHIP TEAM BY TEXT OVER CHESSIE FOR THE DAY IF YOU HAVE TIME!

11:00-12:00

CHECK IN WITH JACQUE AND EMILY FOR ISSUES, DECISIONS, OTHER CONCERNS

12:00-12:15

CHECK IN WITH EMILY FERNANDEZ (12:00), KAREN LEMCKE (12:15) AND THE PARKING LOT PERSON. EMILY DOES A SURVEY OF THE BUILDING AND CHECKS TO MAKE SURE THAT THE 4 BATHROOMS ARE STOCKED WITH PAPER TOWELS, TOILET PAPER, AND SOAP, CLEAN UP ANY MESSES (IF THERE ARE ANY) AND THAT THE TRASH CANS ARE NOT OVERFLOWING.

***12 ish - 1:00 - LUNCH BREAK (time to text parents, make any calls, make notes about details from the morning that I need to address later).***

1:00

CHECK IN WITH CRYSTAL ON THE BACK FIELD AND 1:00 PM FIELD SUPERVISOR PERSON. USUALLY ABOUT 1PM IS ABOUT WHEN INJURIES, PHYSICAL AND EMOTIONAL BEGIN.

2:00

CHECK IN WITH KARIN WILCOX ABOUT 2B SPORTS. CONFER WITH CHRISTYLYNN ABOUT NEW DEVELOPMENTS, CHECK IN WITH TEEN LEADER.

2:30

CHECK IN WITH CHYLER ABOUT THE ART TABLE AND MAKE SURE SHE HAS WHAT SHE NEEDS

3:00

CHECK IN WITH RACHEL AND CHRISTYLYNN, MOVE UP TO PARKING LOT TO CATCH PARENTS DOING PICKUPS THAT NEED A QUICK CONSULT. TRY TO STAY NEAR THE PARKING LOT FROM 3-4

4:00-4:30

BEGIN CLEAN UP IN FRONT UNLESS CLEANING TRAINING IS NEEDED INDOORS FOR NEW FOLKS. CHECK WITH EZZY AND DEZZY AND MAKE SURE THEY HAVE WHAT THEY NEED FOR UPSTAIRS CLEANING (AT 4:30 WHEN THEY GET OUT OF PHYSICS)

4:30-5:00

CLEAN UP THE PARKING LOT AND BE AVAILABLE TO CONCERNED PARENTS.  LOOK OVER FRONT PORCH AREA FOR CLEANLINESS. HAVE STUDENTS WHO ARE STILL PRESENT TAKE THEIR BELONGINGS OFF THE PORCH BY 4:45 SO YOU CAN SEE IF THERE ARE ANY LOST AND FOUND ITEMS.

5:00

QUICK CHAT WITH KATHY AND SHARON ABOUT ANY CONCERNS FROM THE DAY.