



Head Coach Job Description

Job Information

Classification: Supervisor

Organization: SkateABLE™

Job Summary

The Head Coach is responsible for overseeing and mentoring each of the volunteer coaches, conduct, and perform leader evaluations throughout each season, communicate with clients in person and via email, and organize the annual skate-a-thon.

The Head Coach will provide on-going training and mentoring in the form of pre-session “ice-breakers” and coaches meetings, and post-session debrief/reflection exercises.

The Head Coach will report directly to the Executive Director at SkateABLE™ head office.

Work Performed

- Oversee program quality immediately above the point of direct delivery of services
- Assign skaters to groups based on ability, and ensure appropriate ratios
- Conduct equipment checks and recommendations
- Manage all program equipment and supplies
- Motivate and mentor coaches to provide high quality lesson plans
- Assess, evaluate, and provide opportunities for all coaches to have a voice
- Conduct HIGH FIVE® ice-breakers daily, and conduct coaches meetings as required
- Provide constructive feedback in a positive way to skaters, coaches, parents/guardians, and visitors in-person and via email
- Conduct leader appraisals and monitor attendance
- Some administrative duties will be required (update bulletin board, newsletters, prepare theme days, record skater progress, manage equipment inventory, actively recruit volunteers, organize annual skate-a-thon, manage email account)
- Enforce all SkateABLE™ policies and procedures
- Keep Emergency Action Binder updated and coaches informed of medical details for each skater

- Conduct and/or assign a coach to perform the warm-up and lead game time
- Organize annual skate-a-thon

Supervision

The Head Coach must be able to work independently and possess strong time management, organizational, problem-solving, and decision-making skills. Proven leadership skills required.

The Head Coach must be able to effectively supervise up to twenty-five (25) other coach volunteers and up to twenty (25) skaters in one class. In most cases, the Head Coach will assign an assistant head coach.

Education/Work Experience

Requirements

- HIGH FIVE® Principles of Healthy Child Development certificate
- 2+ years coaching experience
- Valid First Aid/CPR certificate
- Recent Vulnerable Sector Police Check

Skills

- Interest in and experience working with children
- Proven leadership skills
- Communicate positively and effectively, in a caring and respectful manner

**Now accepting applications for the 2018-19 skating season in:
Windsor, Sarnia, Hamilton, St. Catherine's, Oshawa**

**This position will consist of approximately 2-4 hours per week over 24 weeks from
October 2018-March 2019.**

**Apply with confidence to Lisa Himmelman, Executive Director, lisa@skateable.ca by
June 8, 2018.**

Training will be provided in July 2018.

Compensation: \$18-25 per hour (based on experience & qualifications)