

## Haven House Services Job Description

<b>Title:</b> Head Coach	<b>FLSA Status:</b> Non-Exempt	<b>Employment Status:</b> Part-time
<b>Reports To:</b> Second Round Program Specialist/Director	<b>Department:</b> Intervention Programs	<b>Last Evaluated:</b> 8/11/2020
<b>Location:</b> Main office/gym	<b>Supervisory Responsibilities:</b> None	
<p><b>Summary</b> Provides instruction, supervision and support to program youth, utilizing fitness-based interventions in a pro-social setting.</p>		
<p><b>Specific position duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Works in conjunction with program staff and the Director in the implementation of the program design, to include adherence with relevant policies and procedures and identified best practices</li> <li>• Assists in facilitating and monitoring all program fitness activities, explaining techniques and assisting with skill development and improvement</li> <li>• Works with the Program Specialist to monitor and measure youth progress</li> <li>• Monitors program youth and enforces gym participation guidelines and safety precautions</li> <li>• Acts as a mentor and positive role model to youth, promoting a positive environment and youth accountability</li> <li>• Represents the program to visitors and stakeholders during program tours, orientations and events</li> <li>• Provides support to volunteers, interns, Coach and Peer Coach</li> <li>• Develops and maintains effective working relationships with stakeholders from the systems that impact our youth, to include, but not limited to referral sources, juvenile court, and regulatory agencies.</li> <li>• Assists Program Specialist with setting up and taking down equipment and preparing the gym for program activities and events; assists the Program Specialist in maintaining equipment and facilities clean and in safe condition</li> <li>• Transports youth to and from program activities as assigned</li> <li>• Complies with all record management requirements</li> <li>• Data entry</li> </ul> <p><b>General agency duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Completes all required trainings</li> <li>• Participates in agency outreach and fundraising events</li> <li>• Demonstrates a willingness to assist in other agency programs as needed</li> <li>• Acts as a custodian and demonstrates responsible and ethical use of agency property and facilities</li> <li>• Displays sensitivity to the service population’s cultural and socioeconomic characteristics</li> <li>• Strives to embody the agency’s Code of Ethics while working towards the agency’s Mission</li> <li>• Learns and demonstrates Agency-wide Competencies including the areas of consumer and community relationships, continuous individual and agency-wide improvement, vision and purpose, respect and teamwork and positive leadership</li> <li>• Learns, develops, and models Positive Youth Development core competencies resulting in capacity to contribute to the mission of Haven House Services and be a resource to our youth and families, other partner organizations, and our community</li> <li>• Other duties as assigned</li> </ul>		
<p><b>Minimum qualifications:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or general education degree (GED)</li> <li>• Training and/or experience in boxing or other fitness related training</li> <li>• One year of related experience working with target population or</li> <li>• Combination of education and experience that meets position requirements will be considered</li> </ul>		
<p><b>Knowledge, skills and abilities:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of health and fitness strongly preferred</li> </ul>		

- Knowledge of the NC Juvenile Court System, local community resources, and experience with client documentation and file management preferred
- Strong written and verbal communication skills

**Other requirements:**

- Valid North Carolina Driver's License and satisfactory driving record
- Personal vehicle for use in conducting home visits and/or transporting clients in the event agency vehicles aren't available
- Proof of current/valid car insurance
- Acceptable background report
- Negative drug screen results

**Work environment:**

- Evening and weekend hours required as needed
- Culture of care and wellness in the office and gym
- Potential exposure to bloodborne and/or airborne pathogens
- Occasional exposure to outside weather conditions
- Gym environment

**Employee printed name:** \_\_\_\_\_

**Employee signature/date:** \_\_\_\_\_

**Supervisor printed name/date:** \_\_\_\_\_

**Supervisor signature/date:** \_\_\_\_\_