

## **CITY OF COMMERCE TRAVEL COACH**

### **Class Title:**

*Travel Coach*

### **Class Code:**

*8646*

### **THE POSITION**

Under general supervision, provides journey level coaching duties in support of competitive sports teams including coordinating and overseeing staff travel team program activities related to promoting, motivating, coordinating, assigning daily work assignments; supervises and evaluates the quality of work; ensures youth participants are properly trained in techniques, tactics and physical regimens and safety; instructs, coordinates and supervises individual and group travel teams, to include but not limited to baseball, basketball, volleyball, soccer, boxing, and karate, and other non-aquatic recreational sports activities for the City of Commerce.

### **DISTINGUISHING CHARACTERISTICS**

Travel Coach is the journey level in the Travel Sports series. This classification is distinguished from the higher level classification of Travel Sports Coordinator in that the latter is responsible for supervision and oversight of all competitive Travel Sports staff and programs across the City at multiple locations while the Travel Coach coaches a single sport.

### **EXAMPLE OF DUTIES**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, location and / or position-specific duties.*

- Supervises Commerce Travel Team programs to provide a quality competitive environment to train and motivate young athletes in a variety of sports; instructs team participants, coaches on techniques, tactics, physical training regimens, and safety.
- Creates and adheres to approved budget; determines costs and order uniforms, equipment, transportation and other items while remaining within established budget; submits fiscal reports showing team expenses and costs.
- Leads, organizes and coordinates sports practices and physical workouts.
- Monitors activities during meets and practices; evaluates individual and team performance, explains techniques and assists with skills improvement.
- Monitors participants and ensures compliance to rules, regulations, policies and procedures; ensures facilities/fields are maintained in clean and safe condition.
- Promotes a positive recreation environment and good personal behavior; meets with general public, community resource agencies, and other organizations to promote program activities.
- Prevents accidents through the enforcement of policies, rules, regulations, and ordinances governing the conduct of patrons; monitors activities in the facilities/fields for individuals who may need assistance or guidance.
- Performs regular tests, monitors facilities/fields, and makes necessary adjustments to avoid safety issues or necessary enhancements; maintains inventory of uniforms and equipment.
- Responds to emergencies or persons in distress; resuscitates patrons; administers first aid to the injured, and calls Emergency Medical Services (EMS) on serious accident cases.
- Evaluates travel team programs for effectiveness and participation levels; tracks training hours and coaching services provided; monitors results, and generates operational reports

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as needed; maintains daily logs and records, and prepares incident, accident, and operation reports.

- Trains, supervises and coordinates the work of volunteers and part-time staff; ensures that staff maintain safe, and aesthetically pleasing sports tournaments and events, and adhere to policies and procedures for safe operations.
- Provides sports clinics for Recreation level teams that participate in City leagues.
- Acts in the place of the Travel Sports Coordinator during absences or as assigned.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

~~Bachelor's degree from an accredited college or university OR two (2) years competing at a collegiate or national level.~~

High School diploma or GED equivalent

AND

Two (2) years of coaching experience, preferably with the City of Commerce. Competitive sports experience is desirable.

### **LICENSES, CERTIFICATES AND SPECIAL REQUIREMENTS**

#### **Required Licenses or Certifications:**

Must obtain a Class C driver's license with passenger endorsement within 90 days of appointment.

Sport certification or licenses is desirable.

First Aid and CPR certification.

Applicant will be required to pass a background investigation.

#### **Special Requirements:**

Must maintain a level of physical fitness and maintain excellent sports skills to meet Department standards.

Must be willing to travel domestically and internationally.

Incumbents may be required to work overtime, evening, weekend, and holiday shifts.

### **REQUIRED KNOWLEDGE OF**

- City policies and procedures, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- The purpose of the sports program, its use and benefits of municipal recreational activities.
- Methods, techniques, strategies and rules of assigned sport.
- First Aid and CPR procedures and when to apply them.

### **REQUIRED SKILL IN**

- Supervising and controlling recreation activities and participants.
- Teaching specialized sports classes and programs.
- Promoting a positive recreation environment and good personal behavior.
- Monitoring participants and guests for violations of rules and safety standards.
- Using emergency techniques effectively.
- Acting quickly and calmly in emergency situations.

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- Establishing and maintaining cooperative working relationships with co-workers and the public.
- Providing effective customer service; dealing tactfully and courteously with the public and parents.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.
- Excellent sports skills.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is occasionally required to run, jump, squat, kneel, crawl, bend and twist at the neck, reach with hands and arms. Occasional overhead reaching and lifting up to 50 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

**Work Environment**

Work is performed indoors and outdoors in facilities and field environments.