

CITY OF LINCOLNTON PARKS AND RECREATION

JOB DESCRIPTION

POSITION: Volunteer Youth Sports Coach

DUTIES AND RESPONSIBILITIES:

1. Plan, organize and supervise practice sessions.
2. Communicate with parents regarding practices, games, uniforms and emergency information.
3. Teach skills through effectively planned practices at a level appropriate for each member of the team.
4. Communicate with Program Coordinator on all matters of policy.
5. Supervise the players before, during and immediately after practices and games.
6. Responsible for keeping practice periods for his/her sport within the confines of the time specified by the Program Coordinator.
7. Learn and follow all league rules, policies and by-laws.
8. Provide a safe and fun environment for the children.

QUALIFICATIONS:

- Must attend a mandatory coaches meeting and clinic.
- Must be willing to submit to a background check.
- Must become certified by the NAYS.
- Must complete "Volunteer Application".
- Must receive training for the City of Lincolnton "Youth Protection Policy".
- Must review and sign "Coach's Code of Ethics".

BACKGROUND SCREENING PROCESS REVIEW

1. Provide job descriptions for every position.
2. Obtain completed and signed “Volunteer Application” form.
3. Evaluate application, and review references, employers and information to determine if the applicant is suitable for the position.
4. Interview the applicant.
5. Conduct a criminal background check.
6. The Human Resource Department will provide the results of the criminal background checks to the “Review Committee”.
7. The “Review Committee” will have the final decision on which applicants are suitable for the position.
8. After positions have been filled, all volunteers must complete training for NAYS certification and the City of Lincolnton “Youth Protection Policy”.
9. All volunteers must read and sign the “Coach’s Code of Ethics”.

Revised: 01/2008

BACKGROUND CHECK DISQUALIFIERS

A conviction of any of the offenses listed below would be considered reasons for an applicant to be denied the right to become a volunteer with the City of Lincolnton Parks and Recreation Department. Also, pending convictions of or arrests for the following offenses should be considered disqualifiers until the City of Lincolnton decides otherwise:

- Any crime, misdemeanor or felony, involving children as either accomplice or victim
- Any sort of abuse or assault/battery – physical or sexual
- Rape
- Any crime of a sexual nature, including possession or dissemination of pornography
- Homicide or manslaughter in any degree
- Attempted murder
- Domestic violence
- Child neglect
- Felony drug crimes
- Animal cruelty
- Theft/robbery
- Forgery/fraud
- Kidnapping
- Arson
- Weapons violations
- Multiple driving citations/accidents within last 15 years
- Misdemeanor drug charges within last 15 years*
- Petty theft within last 15 years*
- DWI/DUI*

*If first offense and not currently under probation – Eligible.

Two (2) or more violations have occurred or currently on probation – Ineligible.

REVIEW COMMITTEE

The Review Committee will be responsible for deciding which applicants will be chosen to become volunteers with the City of Lincoln Parks and Recreation Department. The committee will also be responsible for reviewing the background check information, reviewing the list of disqualifiers, deciding eligibility, notifying the potential volunteer, and managing the background screening process. The Review Committee will be comprised of the following individuals from the city of Lincoln:

- City Manager
- Human Resource Director
- Chief of Police
- Parks and Recreation Director
- Parks and Recreation Program coordinator

City of Lincolnton Recreation Volunteer Application

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED AND USED TO VERIFY INFORMATION BELOW.

(First) (Middle) (Last)
Name _____ Date _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Business Phone _____
E-mail Address _____
Date of Birth _____
Occupation _____
Social Security (required) _____
Employer _____
Address _____
Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including soccer and year): _____

Do you have children in the Program? Yes No
If yes, at what level? _____
Special Certification (I.E. CPR, Medical, etc.): _____
Do you have a Valid Driver's License: Yes No
(A copy of driver's license must be attached)
Driver's License # _____ State _____
Have you ever been charged/convicted or pleaded guilty to any crime(s) Yes No
If yes, describe each in full: _____

Have you ever been refused participation in any other youth programs? Yes No
If yes, explain: _____

Please list the states that you have lived in the past 10 years: _____

Please list three references, preferably at least one of which has knowledge of your participation as a volunteer in a youth program:

Name	Phone
_____	_____
_____	_____
_____	_____

As a condition of volunteering, I give permission for the City of Lincolnton Recreation Department to conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the City receiving no inappropriate information on my background and I understand that any misstatement or omission of information will subject me to disqualification as a volunteer. I hereby release and agree to hold harmless from liability the City of Lincolnton Recreation Department, its employees and volunteers, and any other person or organization that may provide such information. I also understand that, regardless of previous appointments, the City of Lincolnton Recreation Department is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term; I am subject to suspension or removal by the Recreation Director for violations of the City of Lincolnton Recreation Department's policies or principles.

Applicant Signature _____ Date _____

Applicant Name(please print or type) _____

NOTE: The City of Lincolnton and City of Lincolnton Recreation Department will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.