



Sports Squad Ltd

JOB DESCRIPTION

Post title:	Sports Squad Coach
Area:	East Dunbartonshire and adjoining areas
Responsible to:	Callum Pettigrew, Sports Squad Owner
Salary:	Dependent on experience
Hours:	Varied – Sessions run for nursery ages during school hours, primary age after school time as well as opportunity for hosting Birthday parties at weekends (specific hours to be determined in consultation with the successful applicant/s)
Other:	Enhanced DBS / PVG (Scotland) essential. (arranged if successful) Own transport essential.

Main purpose of the role:

To organise and deliver the Sports Squad multi-sports programme – weekly classes, parties, holiday clubs and events – across all levels, ensuring the progressive and reflective needs of all participants (children aged 2-10 years) are met through a commitment to excellence in both coaching standards and customer service.

Main duties:

To organise and deliver the Sports Squad multi-sports programme using the coaching resources and equipment provided to motivate and encourage children.

To ensure that coaching sessions are presented at suitable levels for the children participating, including consideration of special needs and 'best benefit' support.

To complete risk assessments and ensure that all reasonable steps have been taken in line with Sports Squad health and safety and safeguarding children policies at all times.

To immediately report all accidents or injuries to the Owner, completing all necessary documentation.

To maintain detailed and accurate records of attendance (including relevant registration and health information), parent observer details, session content delivered and all other information required in the delivery of the Sports Squad programme as determined by the Owner.

To support the Owner in the distribution of information regarding notices, customer invoices and the collection of payments.

To assemble and dismantle equipment when required and to check the safety of all equipment, and ensure it is used in a safe and proper manner.

To ensure that all equipment is managed and stored correctly.



To promote Sports Squads' values and objectives in a practical and positive way.

To develop strong customer relations, reporting customer feedback appropriately.

To attend any meetings and training as required.

To attend to any reasonable request by the Owner or undertake additional duties as commensurate with this post.

PERSON SPECIFICATION

We're looking for:	Preferred / Essential:
Experience / evidence of activity leadership and sports coaching	Essential
Experience / evidence of working with children	Essential
Excellent communication and active listening skills	Essential
Strong customer care skills	Essential
Driving license, access to a vehicle and willingness to travel	Essential
Interpersonal sensitivity and concern when dealing with children and families	Essential
Good administrative and organisational skills; ability to work on own initiative	Essential
High energy and motivation to deliver sessions in an openly observed environment	Essential
A willingness to learn a varied, multi-sports programme; to commit to and promote the Sports Squad values and objectives	Essential
A willingness to work within Sports Squad' policies and guidelines	Essential
Flexibility to adapt to changes in the workplace and new organisational challenges	Essential
A commitment to continuous professional development to maintain high standards of service	Essential
A willingness to undertake an Enhanced DBS / PVG (Scotland) check	Essential
Knowledge of good practice in safeguarding children and health and safety procedures in relation to sporting activity	Preferred (but training and support will be given to achieve this)