

Coach/Instructor Job Description Requirements

Clubs must create a job description for each coach/instructor position they would like to fill. The required fields within this document MUST be on each job description a club develops. All job descriptions must be emailed to sportclub@umn.edu as a Microsoft Word attachment and it must accompany a proposal form, renewal form or appointment recommendation form in order for the Sport Clubs Program staff to proceed with the hiring process.

Please keep the job description in the same format as follows:

Title of Position (required):

General Purpose and Objective of the Position (required):

- (example) Describe the overall objectives for the position, the use a few sentences to describe its main responsibility.

Recommended Experiences (required):

- (recommended) Must have previous experience coaching (sport)

Fill in additional details as necessary

Recommended Certifications (recommended):

- (recommended) First Aid
- (recommended) CPR
- (recommended) Blood Borne Pathogens
- (example) Coaching certification
- (example) National Governing Body requirements

Fill in additional details as necessary

Position Responsibilities (required):

- (required) Complete required paperwork
- (required) Maintain certifications
- (required) Understand and uphold University, Department of Recreational Sports, Sport Clubs Programs guidelines and policies.
- (example) Conduct practices.

Fill in additional details as necessary

Position Expectations (required):

- (required) Discipline, club cohesion, finances, travel arrangements, and general club direction are the responsibility of the club officers. Recommendations will be taken as suggestions by the officers.
- (required) Understand and uphold University, Department of Recreational Sports, Sport Clubs Programs guidelines and policies.
- (required) Perform a variety of duties related to the function of the club, the employer reserves the right to assign other duties.
- (required) Treat all club members equally and respectfully.
- (required) Serve as a positive role model to club membership, spectators, and peers.
- (required) Promote safety and good sportsmanship.
- (example) Supervise and coach practices
- (example) Develop training programs
- (example) Maintain contact with other teams, coaches, alumni and organizations

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- (example) Attend each practice and competition the club participate in
- (example) Constructively instruct members on technical skills and technique
- (example) Contact club officers day before practice if unable to attend
- (example) Maintain equipment
- (example) Assist with on-campus recruiting
- (example) Create a fun learning environment that encourages development and involvement.

Fill in additional details as necessary

General Information (required):

- (required) The officers of the club will supply this person with the specific practice and competition days, times and locations.
- (required) The officers of the club will be the on-site supervisors for this position, though ultimate supervision for this position resides with the Sport Clubs Program Manager, Brandi Hoffman.
- (required) This appointment is contingent upon the continuing availability of funds for the position and on your satisfactory work performance.

Fill in additional details as necessary

Evaluations and Renewal of Agreement (required):

- (required) Performance evaluations will be conducted once per semester by club officers and potentially by club membership
- (required) Agreement renewal will be discussed at the end of the current agreement term

Fill in additional details as necessary