

# Running Club Coach

## Job Description



The primary function of this position is to facilitate a Running Club in both the spring and fall that participates in the elementary cross country and track and field competitive league. This position is responsible for coaching student with increasing running techniques and endurance. Position motivates students of all levels to compete at their best.

### Prerequisite

- Clearance of a Live Scan report and a Tuberculosis screening.
- It is preferred to have minimal knowledge of correct body mechanics in warming up and running.

### Compensation

- *Two people may choose to share the stipend position, in which case the compensation will be split as appropriate for the job share.*
- This is an ongoing stipend as need and funds allow.
- \$1000 stipend paid in May

### Tasks

- Oversee the implementation of the club
- Determine practice dates and times
- Keep school informed about practice and meets
- Ensure that students who paperwork is complete and on file in the school office or on person at practices and meets as required
- Prepare information about running club for parents and advertise in newsletter/email.
- Holds organizational meeting with parents and children to encourage participation in practice and events. Usually a first meeting second week of school with a newsletter/advertisement about getting sport physical. Respond to concerns if they arise.
- Produce an excel file to organize student information (which forms are still needed, emergency contact, medical issues i.e. bees, peanut allergies, asthma, bleeding disorders.
- Hold weekly practice with modeling good sportsmanship and positive modeling.
- Email parents about details of races/meets with reminder that parents must arrange transportation and water/snacks.
- Inventory jerseys with a number tracking system. Ie 1xs (number plus size).
- Have fun watching children complete races!!

### Administrative Repots and Communication

- Completion of annual reports to the Fuente Nueva Charter Council as defined by the council.
- Maintain communication with the charter director for additional resources or reporting requirements
- Maintain orderly record of work completed

### Community Relations and Communication

- Seek resources within the educational community
- Communicate with outside professionals as needed
- Communicate with Fuente Nueva community as needed
- Provide regular reports to the charter director and charter council as requested