



**Job Title:** YDP- Recess Coach  
**Job Type:** Non-Exempt; Part-time  
**Job Rate:** \$18.00/hour  
**Job Location:** Carson/Gardena  
**Reports to:** Healthy Lifestyles Manager

### **Boys & Girls Clubs of Carson's Mission:**

The Boys & Girls Clubs of Carson offers our young people a safe environment where they can have fun and be themselves around dedicated adult mentors who respect and listen to them. Outcome-based programs empower youth to become lifelong learners.

### **PRIMARY FUNCTION:**

Plans, implements, supervises and evaluates activities provided within the Playworks Recess program. Playworks is a recess-time program that helps kids to stay active and build valuable life skills through play. The primary focus of the Recess Coach is to provide programming to youth from kinder to 5<sup>th</sup> grade.

### **KEY ROLES (Essential Job Responsibilities):**

#### *Prepare Youth for Success*

- Promote and stimulate program participation.
- Models recess expectations for school site supervision aides.
- Model strategies for students and junior coaches to engage in playing the games.
- Provide guidance and role modeling to members.
- Supports all school staff and students during recess games.

#### *Program Development and Implementation*

- Partner with the Site Coordinator to learn and practice the management of all recess periods and the Junior Coach Program during "Program Week"
- Independently manage all recess periods and supervision of Junior Coaches at recess during "School Implementation" weeks.
- Model Playworks/Boys & Girls Clubs of Carson core values, program implementation, group management, and rapport building strategies for students and school staff
- Meet with Site-Coordinator for coaching, feedback, and best practice sharing during "Program Week". "Program Week" refers to the week that the Site Coordinator is onsite.
- Attend Playworks TeamUp trainings.

- Meet weekly with LAUSD supervision aide to discuss roles, responsibilities, goals and action plans associated with ongoing program quality improvements and initiatives.
- Check in weekly with Site Coordinator for updates, questions and concerns.
- Schedule and lead Junior Coach training sessions.
- Collect all required documentation to operate program.
- Address concerns, questions, issues of parents and or teachers with Site Coordinator.
- Advise Director or Coordinator of any program needs, concerns, and problems.
- Prepare weekly and monthly schedules of activities.
- Create all learning recess program visuals for playground to display activities and other program objectives.
- Keep written, updated logs of members' observations and progress.
- Assure that programs operate at optimum capacity and meet member's needs.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the unit at all times.
- Prepare periodic activity reports.

### *Supervision*

- Maintain members order and discipline by managing members' behavior; reinforces rules of the program and all the playground areas.
- Maintain a clean environment
- Help develop injury prevention methods, evaluates injuries.
- Ensure a productive work environment by participating in regular unit and organization staff meetings.

### **ADDITIONAL RESPONSIBILITIES:**

- May participate in special programs and/or events.
- May be required to help in other program areas.
- Assume other duties as assigned.

### **RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

**External:** Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

**REQUIRED SKILLS:**

- High School diploma or GED.
- Experience in working with children.
- Knowledge of youth development.
- Good level of responsibility, reliability, and punctuality.
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific classes.
- Ability to utilize a wide variety of reference, descriptive data and information.
- Ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications and TB clearance.
- Must be fully vaccinated.
- Must have a valid State Driver's License.

**ENVIRONMENT AND WORKING CONDITIONS**

Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

**PHYSICAL AND MENTAL REQUIREMENTS**

Tasks involve the ability to exert physical effort, typically involving some combination of standing for long periods of time, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects up to 50 pounds.

**DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I have read and agree to carry out the above stated job duties and responsibilities to the best of my ability.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**