



Position Title: Youth Football Program Coordinator

Department/Location: Recreation Department

Reports to: Director of Recreation

Supervises: N/A

Position Summary: Position is responsible for developing recruitment strategies, assisting in the implementation of best practice of safe football practices at the youth level, and organizing programming to support and encourage growth in the youth football program in the City of Wauwatosa and strengthening the feeder pipeline from the youth level to high school level.

The Coordinator of Youth Football will specifically work to develop the capacity of current youth football coaches, develop a broader pipeline between Wauwatosa's youth football program and the high school programs of Wauwatosa East and Wauwatosa West and focus on skill development among current youth and high school player in addition to potential emerging youth football players in Wauwatosa. The youth football coordinator serves as a primary link between the community, the youth football league and the two high school football programs in promoting the sport, proper safety and protocol and collaboration between all interested parties.

Qualifications:

- 5 to 10 years of prior experience working in athletic program management or coaching.
- Knowledge of and experience with youth and high school football safety best practices.
- Ability to coach all aspects of youth and high school football players.
- Excellent communication skills, both verbally and in writing
- Capability to work with limited daily supervision and to make accurate, rapid, independent decisions
- Strong degree of self-direction and motivation
- Ability to use tact and diplomacy in dealing with others
- Capability to use discretion and integrity to process information and data in a confidential and professional manner

Essential Job Functions:

- Publicize the activities of the youth football program.
- Establish sound working relationships and cooperative arrangements with the youth football league and high school football programs.
- Assist in the recruitment and supervision of volunteers for the upcoming youth football season.
- Assist in the recruitment of potential players for the Wauwatosa Blazers.
- Ensure that adequate communication protocols and systems are in place to promote a positive and collaborative feeder pipeline between the youth program and high school football programs.
- Perform all functions and duties to ensure the success of the youth football program in Wauwatosa.
- Plan, coordinate and ensure the successful execution of at least two summer youth development camps in the summer (grades 5-8 and 9-12).
- Assist and oversee the creation of flyers for upcoming events and camps.



Other Job Functions:

- Use and knowledge of RecTrac, registration system.
- Create and promote various youth football camps for students grades 5-12.
- Communicate effectively within the office environment and to the necessary parties affected by changes and/or customer needs.
- Serves as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Complies with the following requirement: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
- Performs other duties as assigned.

Essential Physical/Mental Requirements:

- Ability to work both inside and outside environmental conditions.
- Ability to work around and with chemicals, dust, fumes and loud noises.
- Physical agility to maintain mobility when traveling on trips.
- Subject to modified/flexible work schedule.
- Ability to lift and move up to 25 pounds.
- Ability to use assistance, mechanical or team lift, for material over 25 pounds.

Physical Requirements:

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed