



310 8th Street, Suite 300
Oakland, CA 94607
(510) 663 – 9200

Organization Overview

Every child deserves a champion. Since 2005, Coaching Corps has been harnessing the power of great coaches to transform the lives of youth living in underserved communities.

Join a growing and dynamic organization committed to closing the sports equity gap by reaching 100,000 youth nationwide. Proudly serve an organization that provides afterschool programs with a much-appreciated workforce of volunteer coaches who guide kids to build positive character on and off the field. Stand with tens of thousands of volunteer coaches who have already built the movement to ensure that every child, regardless of their zip code, has access to a coach who cares. Advance this movement by amplifying our voice and the numbers of like-minded champions who enlist in and support our cause. Submit your cover letter/introduction and resume to careers@coachingcorps.org today!

Position Overview

The Regional Coordinator is a key support to the Regional Director and/or the Director of Regional Operations regarding the growth, engagement, and management of Team Captains and afterschool programs.

Responsibilities

- Implements recruitment strategies to identify and cultivate volunteer coaches and/or Team Captain fellows at target campuses and in the community. Suggests innovative new recruitment ideas to Regional Manager and/or Director.
- Directs and mentors Team Captain fellows to implement and executes viable coach recruitment and retention strategies
- Conducts weekly check-ins with team captain fellows to strategize, create plans, and deliver on a variety of coach recruitment and engagement goals
- Tracks, manages, and reports on both quantitative and qualitative achievements of team captain fellows
- Builds and manages relationships in the community (esp. college campuses) as potential coach sources
- Engages afterschool programs within the region to pursue and establish partnerships, identify coaching opportunities, and assess sites for potential coach placements
- Onboards new partners into the Coaching Corps' program. This includes clarifying roles in the process and responsibilities with coaches, signing an agreement, establishing good communication, introducing the partner portal, etc.
- Supports partners as they integrate volunteer coaches into their sports programs, or facilitates the incorporation of Coaching Corps' training into their current staff

- Pitches and sets-up Coaching Corps’ two trainings: Coaching for Character and Coaching for Youth Development
- Documents all coach and partner contact in Salesforce in order to manage relationships and inform cross-team efforts
- Tracks inventory of recruitment and training materials for Coaching Corps coaches
- Collaborates with technology staff for data requests, communication processes, and coach stories

Qualifications

- Associates Degree preferred or equivalent professional experience in business communication
- Familiarity with regional areas geographically and civically (Bay Area/Northern CA)
- At least 2 years’ experience in program management and community or campus organizing
- Prior experience working with volunteers required
- Experience building relationships with outside organizations, community programs and/or school
- Excellent interpersonal, written, and oral communication skills with a variety of stakeholders
- Proficient with basic computer use, Microsoft software knowledge, quick typing speed.
- Comfort and experience with public presentations
- Proactive, organized, and efficient in order to meet deadlines and multi-task successfully

Working Conditions/ADA information

Coaching Corps is an equal opportunity employer. Qualified women, racial and ethnic minorities, persons with disabilities, and those who are LGBTIQ-identified are encouraged to apply.

Work performed at Coaching Corps headquarters is in an accessible, secure, and quiet office environment. Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines. In addition, the following physical requirements are indicated below using the following key definitions:

- Task is not applicable during most, if not all, working hours – described as N/A
- Task takes less than one-third of the time – described as “occasionally” or “O”
- Task takes one-third to two-thirds of the time – described as “frequently” or “F”
- Task takes more than two-thirds of the time – described as “regularly” or “R”

Fine Manipulation	R	Move, Traverse	O
Vision – close	R	Climb	N/A
Vision – distance	O	Stoop/Kneel/Crawl	O
Ability to lift <10 lbs	O	Talk	F
Ability to lift 25 lbs	N/A	Hear	F

Coaching Corps reserves the right to assign or reassign duties and responsibilities to this job at any time. The job description reflects management’s assignment of essential functions, but it does not restrict the tasks that may be assigned.