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## Regional Associate, East Coast

### Organization Overview

Coaching Corps believes that every young person needs a caring adult outside the home who believes in them, teaches them invaluable life lessons, and helps them to become their best self. For many of us who grew up with access to quality organized sports, that person was a coach.

Middle-class and affluent families pour money and time into ensuring that their kids benefit from sports participation. But kids living in low-income communities have limited access to quality sports programming, leaving them once again on the side-lines.

Coaching Corps is the only national organization with the sole mission of leveling this playing field. We inspire people to volunteer as sports coaches and then place them with after-school programs serving low-income communities so that they can offer quality sports programming with a trained coach. Coaching Corps coaches are trained and supported to use a season of sports to teach kids invaluable life skills such as persistence, optimism, self-regulation, and empathy. Coaches help young people experience the safety, belonging, trust, and autonomy of a great team sports environment while learning to surpass even their own expectations and building confidence and leadership skills.

Since 2012 Coaching Corps has trained and supported over 10,000 people to become sports coaches. In turn, these coaches have provided a season of sports to over 100,000 kids. We operate throughout California, as well as in Boston, Baltimore, Orlando, and Atlanta. This year alone we will provide over 30,000 kids with a trained coach as a role model and mentor. Along the way we are building a vocal constituency of young people, afterschool leaders, sports industry executives, and community leaders, in support of youth sports for *all* kids, regardless of the neighborhood they live in.

Join a growing and dynamic organization committed to closing the sports equity gap. Stand with thousands of volunteer coaches and dedicated afterschool programs that are building the movement to ensure that every child, regardless of their zip code, has access to the transformative power of sports with a trained and caring coach.

More information about Coaching Corps can be found at [www.coachingcorps.org](http://www.coachingcorps.org). **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.** Please send your cover letter/introduction and resume to [careers@coachingcorps.org](mailto:careers@coachingcorps.org) with the position name in the subject line.

### Position Overview

The Regional Associate works closely with Coaching Corps staff based on the east coast to support potential coaches from the moment they express interest through the moment they begin coaching. This position ensures smooth onboarding of volunteer coaches internally and externally so they can provide high quality sport and physical activity experiences to youth living in low-income communities.

### Key Responsibilities

- Helps facilitate the coach recruitment and placement process set forth by the Regional Managers and Directors.
- Supports the online training of coaches.
- Administers the onboarding process of volunteers internally in Salesforce: Verifies data for coach applications, enters data for coach placements, provides basic technical support for coaches (e.g. password resetting), and creates basic reports for targeted recruitment
- Conducts calls to engage and process potential coaches.
- Communicates with coach support staff regarding the movement of coaches.

### Qualifications

- Available 20 hours a week. Occasional weekend hours as needed with advanced notice.
- Strong enthusiasm for the mission of Coaching Corps.
- Experience working with youth.
- Exceptional ability to engage and recruit college students and community members.
- Highly effective verbal and interpersonal communication skills.
- Ability to organize data, deliverables, and time to accurately complete work within expected timeframes.
- A proactive, motivated self-starter.

### Working Conditions/ADA information

This position is a remote position at the employee's own work area, with regular in-person meetings with the Regional Manager of Baltimore. 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	O
Vision – distance	O	Stoop/Kneel/Crawl	N/A
Ability to lift <10 lbs	O	Talk	R
Ability to lift >10 lbs	O	Hear	R

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.