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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. **Coaching Corps is an equal opportunity employer that values the diversity of its staff, partners, and constituents. Qualified women, racial and ethnic minorities, persons with disabilities, and those who are LGBTIQ-identified are encouraged to apply.** We are proud of our flexible, healthy, and passionate work environment, and our transparency around our highly competitive salaries and benefits. **Please send your resume, cover letter/introduction, and the employment application to careers@coachingcorps.org with the position title in the subject line.**

Position Overview – Coach Development Coordinator

The Coach Development Coordinator is a part-time staff role in our Los Angeles office working 24-32 hours/week. This position is the main point of contact for new and returning coaches who want to provide high-quality sport and physical activity experiences to youth living in underserved communities. A critical relationship-builder, s/he/they is responsible for providing highly effective customer service, representing Coaching Corps values, and imparting mentorship to every individual. As a member of the coach support team, this individual will engage with coaches throughout their season in the form of formal check-in calls and in-person coach assessments.

Key Responsibilities

- Regularly calls coaches in the Los Angeles area to ensure a positive experience in the program, offers guidance and/or resources for any challenges, and provides dedicated support as a benefit to volunteering within Coaching Corps.
- Conducts on site coach assessments in Los Angeles to look at coach quality and offer support.
- Handles training administration duties including inventory, setting up the training room, and greeting coaches when they check-in and leave the training, etc.
- Records communications with Los Angeles coaches in Salesforce
- Serves as Los Angeles coach representative to share any informative findings with Coaching Corps teams

Qualifications

- Strong enthusiasm for the mission of Coaching Corps
- At least 2 years' youth sports coaching experience is required
- Access to/utilize own car for local travel to sites weekly. Mileage reimbursed.
- Demonstrated understanding of the needs of youth sports coaches
- Familiarity with Los Angeles geographically/civically
- Ability to engage college students, community members, and partner coaches
- Excellent interpersonal, written, and oral communication skills with a variety of stakeholders
- Ability to speak in front of groups
- Proactive, organized, and efficient in order to meet deadlines and multi-task successfully
- Availability to work occasional evening and weekend events, travel 3-5x a year to Oakland headquarters via airplane

Working Conditions/ADA information

Work performed at our Los Angeles office is in an accessible, secure, temperature-controlled, and quiet office environment. Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours, but we also value our standard work/life balance culture. The person in this position would need access to a car for regular, weekly, local travel. In addition, to show our commitment to accessibility, we'd like to share the following information. These key definitions will apply:

- 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 (fingers)	R	Move, Traverse	F
Vision – close	R	Climb	O
Vision – distance	F	Stoop/Kneel/Crawl	O
Ability to lift <10 lbs	O	Talk	F
Ability to lift 25 lbs	N/A	Hear	F
Sitting	O		

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.