



## Assistant Sports Coach Job Description

**Job summary:** Assist with the day to day activities at club  
Ensure the activities fall within the framework of the club's policies and procedures

**Line manager:** [Compliance and Development Officers](#)

**Responsible for:** Children, any staff or volunteers in attendance

**Working relationships:** Children attending the club and their parents or carers  
Management or proprietor and staff, students and volunteers, schools, registering authorities

**Hours:** .....

**Main duties include:**

- Assist with the planning, preparing and delivering quality activities within a safe and caring environment.
- Ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Support the lead coach by setting up the activity space including moving furniture and equipment.
- Providing support to all staff and volunteers associated with the club.
- Attend regular staff meetings in relation to the club.
- Assist the lead coach and manager with record keeping
- Developing and maintaining good communication with all members of the club, schools and parents.
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the club's policies and procedures

**Person specification**

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> <li>● Minimum Level 1 relevant qualification</li> <li>● Experience of working with 4 to 11 year olds</li> <li>● Understanding the varied needs of children and families</li> <li>● Providing and facilitating a safe and friendly environment</li> <li>● Ability to work well within a team</li> <li>● Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children*</li> <li>● Ability to work on own initiative, using judgement and common sense</li> <li>● Experience of assisting the delivery of sports activities to children</li> </ul>	<ul style="list-style-type: none"> <li>● Appropriate Level 2 qualification</li> <li>● Appropriate child protection training</li> <li>● At least 2 years' experience of working in a childcare setting</li> <li>● Experience of working within a play-based setting</li> <li>● Ability to use IT based resources to support play and club administration</li> <li>● Current driving licence</li> <li>● Current 12-hour Paediatric First Aid Certificate</li> <li>● Food Hygiene Certificate</li> </ul>

\* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017