



## Salt Lake County Recreation Volunteer Description

### Volunteer Youth Sports Coach

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**DEPARTMENT:** Community Services

**DIVISION:** Recreation

**EFFECTIVE DATE:** 5/15/17

**JOB SUMMARY** The Youth Sports Coach Volunteer position is a non-paid volunteer position. The Youth Sports Coach are expected to attend all practices and games as well as all training sessions provided by Salt Lake County Recreation. Youth Sports Coaches are mandated to abide by all Salt Lake County Recreation Policies and Procedures including the Salt Lake County Recreation Standards for Youth Sports Programming. In addition, Youth Sports Coaches are considered a role model and mentor to all that he/she comes in contact with. Provide a safe learning environment that keeps the needs of the participants in perspective.

**MINIMUM QUALIFICATIONS** The Youth Sports Coach must successfully complete the application procedures and pass a background check. Must be a minimum of 18 years of age to coach youth ages 3-18 (or minimum of 16 years old with adult supervision/involvement).

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Plan and supervise games, practices, and events
- Supervise assistant coaches, players, and parents before, during, and after games, practices, and events
- Teach the fundamentals of the sport/program
- Encourage the involvement of parents
- Work with the Salt Lake County Programming Staff—Site Supervisors, Referees, Program Coordinators
- Schedule and conduct parent and other necessary meetings
- Hand out pertinent information to all participants
- Provide a safe and fun environment for all participants
- As the program dictates, provide equal play time for all participants
- Learn and follow all program rules, policies and procedures
- Put the program in perspective—It's about the participants, not your desire to win
- Attend any required meetings and trainings
- Be a leader and mentor

**KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

**Knowledge of:**

- Pertinent Salt Lake County Policy and Procedures (Provided through Coach Training)
- Sport/Program being coached
- Salt Lake County Recreation Standards for Youth Sports Programming (Provided through Coach Training)
- Basic First Aid measures

**Skills and Abilities to:**

- Be organized
- Be dependable
- Listen and communicate with others
- Work with children of all ages and abilities

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS** The Youth Sports Coach will be subjected to a variety of environments and weather conditions. This includes outdoor fields during inclement weather.

**IMPORTANT INFORMATION REGARDING THIS POSITION** As a volunteer coach, you are treated by local, state, and federal law as being an unpaid employee of the agency with which you are associated; therefore, you must conduct yourself in the same manner as you would at your own job. In the same respect, you will receive the same treatment, aside from compensation and benefits.

I agree that I have read and understand the above volunteer job description for a youth sports coach, and I accept the terms of the volunteer youth sports coach job description.

|                |                 |              |                            |
|----------------|-----------------|--------------|----------------------------|
| _____          | _____           | _____        | _____                      |
| Printed Name   | Signature       | Date         | Salt Lake County Facility  |
| _____          | _____           | _____        | _____                      |
| Sport Coaching | Season Coaching | Age Group(s) | Participant Name or Team # |

Please note that failure to sign the above document will render the application incomplete and unacceptable.

Revised Date/Consultant's Initials: (5/15/17, sp)



Salt Lake County Divison of Parks and Recreation

Youth Coach Volunteer Application

Date: \_\_\_\_\_ Salt Lake County Recreation Center: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers - Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

Have you coached in a Salt Lake County Youth Sports Program before? Yes \_\_\_\_ No \_\_\_\_

Describe your experience working with youth, and any specific experience coaching youth: \_\_\_\_\_

Please initial each statement, indicating you understand and accept:

- 1. As a Salt Lake County Youth Sports Coach, I shall perform all my duties as specified on the Youth Sports Coach Volunteer Job Description in a professional manner. Initial:\_\_\_\_\_
2. If I become aware of a scheduling problem that conflicts with my volunteer duties, I shall notify the Program Coordinator as soon as possible. Initial:\_\_\_\_\_
3. I agree to maintain information I receive while engaging in my volunteer duties in the strictest confidentiality. Initial:\_\_\_\_\_
4. I acknowledge that while I conduct volunteer activities pursuant to my Job Description and under the supervision of a Salt Lake County employee, I qualify for the following coverages: Medical benefits under worker's compensation for any injury sustained while performing volunteer services and liability protection. Initial:\_\_\_\_\_
5. As a Salt Lake County Youth Sports Coach, driving a car is not part of my job description. Initial:\_\_\_\_\_
6. Before commencing my volunteer duties, I am required to read and understand Salt Lake County's Sexual Harassment and Discrimination Prevention for Volunteers, provided below and on the reverse side of this Application. Initial:\_\_\_\_\_

SEXUAL HARASSMENT AND DISCRIMINATION PREVENTION FOR VOLUNTEERS

Sexual harassment and discrimination is NOT taken lightly. Anyone engaging in such conduct could be held personally liable. Sexual harassment is a form of discrimination which is prohibited by federal law and by Salt Lake County Policy. Discrimination and harassment on the basis of a person's race, color, religion, national origin, sexual orientation, marital status, or sex is prohibited under County Policy. Sexual harassment is a form of sex discrimination. Sexual harassment is defined under Federal law and County Policy as: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to

or rejection of such conduct by such individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The three elements are: **FIRST**, the conduct must be of a sexual nature. This means either words, physical contact or gestures. **SECOND**, the conduct must be unwelcome. **THIRD**, a job related factor must also be present: (A) Submission to the unwelcome conduct is a condition of employment. (B) Submission to the unwelcome sexual activities results in a positive or negative employment decision. (C) The unwelcome sexual conduct may also interfere with work performance and create a hostile, intimidating or offensive working environment.

In summary, sexual harassment is unwelcome sexual conduct that affects the victim's working conditions.

**PREVENTING HARASSMENT:**

The first line of prevention is to avoid doing or saying anything that might offend someone. The second line of prevention is to report incidents of harassment or discrimination. Under County Policy, you may report to any supervisor in your area, the County EEO manager (385) 468-0570, the County Personnel Director, your Program Coordinator, the County Mayor, and County Council member, or Utah Antidiscrimination Division.

Salt Lake County will not tolerate any sexual harassment in the workplace and policy provides for immediate investigation with appropriate discipline for anyone who engages in harassment. With this knowledge, the undersigned volunteer hereby releases Salt Lake County, its agents and employees from any liability or obligation arising from, or in connection with, the undersigned's Volunteer Activities with Salt Lake County other than stated above.

I have read the sexual harassment and discrimination information. Initial: \_\_\_\_\_.

By signing below, I indicate that I have read and understand Salt Lake County's "Sexual Harassment & Discrimination Prevention For Volunteers.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

## Pre-Employment/Employment Criminal Record Name/Fingerprint Check Waiver Form

Select one:

- Name**       **Fingerprint**

The position you applied for requires a criminal history records check. In accordance with Human Resources Policy 2-500, Background Check Requirements and Salt Lake County Ordinance section 2.80.140, criminal history record checks are used to make hiring, transfer or promotion decisions for certain positions. Convictions can be used to disqualify you for this position under Human Resources Policy 2-500 which states an applicant or employee may be disqualified if the criminal background check reveals relevant, job related criminal history.

In addition to the criminal background check required above, some agencies may have additional hiring clearance requirements for positions that include database access (FBI, BCI, UCJIS) or licensing /certification restrictions.

The information from your criminal history records check will be kept confidential by the Salt Lake County Human Resources Division. Convictions that may disqualify you for the position will only be reported to persons involved in the hiring, transfer or promotion decision.

You have the right to review your criminal record. If you disagree with any disqualifying information on your criminal record you must contact the Utah Bureau of Criminal Identification or the law enforcement agency involved.

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*(Please print the following)*

Full Name

Date of Birth  Social Security #

Hiring Division

Position

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### AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the Utah Bureau of Criminal Identification to release information found in the Utah Computerized Criminal History files to Salt Lake County hiring Division listed above to determine my eligibility for employment, promotion or transfer. I hereby release Salt Lake County from any liability resulting from furnishing such information.

Signature in Full

Date