

**City of Airway Heights**  
**YOUTH SPORT COACH JOB DESCRIPTION**

**LOCATION:** PO Box 969  
13120 W. 13<sup>th</sup> Avenue  
Airway Heights WA 99001

**POSITION:** Volunteer Youth Sports Coach

**DUTIES/RESPONSIBILITIES:**

1. Full responsibility for the overall supervision of his/her youth sport, following guidelines outlined in the National Youth Sports Coaches Association Certification Training provided by the Recreation Department.
2. In charge of assigning duties of assistant coaches and team assistant working in his/her sport.
3. Responsible for keeping practice periods for his/her sport within the confines of the time specified by the Youth Sports Director.
4. Responsible for the general upkeep and protection of equipment under his/her jurisdiction.
5. Responsible for a complete inventory of the equipment used for his/her sport, to be turned in at the end of each season.
6. Responsible for keeping records as requested by the Youth Sports Director.
7. Has the main responsibility for building good sportsmanship and developing positive public relations in the local community.
8. Responsible for obtaining and keeping current CPR and First Aid training.

**APPLICATION REQUIREMENTS:**

New Applicants: Please pick up an application at the  
Airway Heights Community Center  
13120 W. 13<sup>th</sup> Avenue  
Airway Heights WA 99001

Telephone: 244-4845, to request an application.

No file will be considered complete without a City of Airway Heights application. All application material should be forwarded to the Recreation Department.

*Applications are accepted for specific vacancies only.*

Applications are accepted year round

**AN EQUAL OPPORTUNITY EMPLOYER**

***ALL HIRING IS SUBJECT TO FINAL APPROVAL BY THE RECREATION & COMMUNITY SERVICES DEPARTMENT***