



A. Position Data

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
Working Title: Recreation Sports Team Leader Work Direction Given By: Program Coordinator
(Lead)
Department: Recreational Sports Reports To Title: Director Recreational Sports
(Appropriate Administrator)
Division: Student Affairs College (if applicable): _____
Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
Is this a new position? Yes

Classification Title: Casual Worker Job Code: 1800
Position Number: _____ Level/Range/Grade: 0
FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: E99-Excluded

B. POSITION PURPOSE

The Recreational Sports Coach reports to the Director of Recreational Sports and is supervised by the Sport Club Coordinator. Incumbent is responsible for providing a safe, educational environment for skill development, sportsmanship and tactical knowledge acquisition of an assigned team. The Chico State Sport Club Program provides students the opportunity to participate in competitive sports against other intercollegiate teams and represent Chico State, as a means to enhance their collegiate experience and provide a vehicle for a well-rounded education through physical, social, and leadership development.

Casual Workers are paid on an hourly basis and are not eligible for benefits, sick leave, vacation leave, personal holiday or shift differential. Incumbents are not eligible to earn permanent status in the Casual Worker classification.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

This position is designated as a Campus Security Authority (CSA) under the Clery Act and is required to comply with the requirements of this designation.

Throughout employment in this position employee must possess and maintain valid CPR/AED and First Aid certification..

Throughout employment in this position incumbent must maintain a valid California Driver's License as well as continued completion and compliance of the CSU Defensive Driver's Training course.

The person holding this position is considered a "General Mandated Reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 (revised July 21, 2017) as a condition of employment.

This position may require other certifications as determined by their club's national governing body, this can be a sport specific safety course that is required of any team leader.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position include Work Lead Responsibilities? No _____

List Functional Category with Responsibilities:

TEAM LEADER DUTIES:

- * Plan and direct practices and competitions.
- * Ensure a safe environment, and report all injuries to the Sport Club Office.
- * Recognize and respond to situations requiring problem solving.
- * Enforce department and University policies.
- * Mentor student-athletes.
- * Promote sportsmanship and foster good character in student-athletes.
- * Encourage respect between teammates.
- * Resolve team issues.
- * Assist in scouting and recruiting activities.
- * Monitor individual student-athlete progress to ensure academic eligibility.
- * Maintain equipment and uniforms.
- * Ability to work effectively with college student-athletes, faculty, staff, alumni and members of the community.
- * Encourage student participation and establish rapport.
- * Abide by any conference, league, or association guidelines.
- * Other duties as directed by the Director of Recreational Sports, the Sport Club Coordinator, or club officers.

% of Time	Priority Weight
100%	

Total should equal 100% Time and 100 Weight Total 100% 0

D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

Replace this text with any additional guidelines and expectations. This box will expand as needed when you tab to next field.

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

- * Thorough knowledge of standard coach practices.
- * Working knowledge of standard safe work practices.
- * Excellent oral communication skills and effective interpersonal skills required.
- * Must be able to respond to complex inquiries from the public, residents, parents, prospective residents, CSU, Chico employees and students. Due to email and in-person interactions, must possess the ability to understand, interpret and respond (orally and in writing) to a broad range of complex Issues, procedures, policies, ideas, information and instructions.
- * Interpersonal skills to establish and maintain cooperative working relationships & communicate clearly & effectively with students, peers, administrators, staff, et. al.
- * Experience with working with a diverse group of individuals and multicultural university environment. Demonstrated skill in assisting and speaking with persons of various ages, socio-economic, cultural and/or education backgrounds.

SKILLS:

- * Working in a team environment in a collaborative manner with all levels of organization.
- * Working independently with minimal direction, in setting priorities and schedules and in identifying and adhering to departmental objectives.
- * Developing, implementing and assuring compliance with Rec Sports, Sport Club, and University policies and procedures while maintaining good working relationships with staff at all levels within and external to the University.
- * Analyzing information, problems, situations, practices, or procedures to define the problem or objective; identify concerns or factors, patterns, relationships; formulate logical and objective conclusions; and recognize alternatives and their implications.
- * Performing customer service in a polite and timely fashion.

ABILITIES:

- * Independently handle multiple work unit priorities and projects.
- * Coordinate, organize and demonstrate command of a complex and continuously changing array of information, dates, places and people in a systematic way in order to optimize efficiency and minimize duplication of effort in the process of completing administrative support projects.
- * Commit to all university policies, procedures and guidelines including but not limited to safety, civility, information security and non-discrimination policies and procedures.
- * Develop and maintain proactive working relationship with students, faculty, staff and external constituents.
- * Work as part of a team through close collaboration with colleagues and coordinate with others. Ability to work effectively and productively as part of a team.
- * Work weekends and a flexible work time as needed and determined by operational needs.
- * Consistently report to work on time prepared to perform the duties of the position.
- * Exercise sound judgment and handle confidential matters with tact and diplomacy, and to maintain confidentiality of information as needed or to protect the rights of individuals or the University.
- * Apply independent, reasoned judgment, discretion and initiative to address problems and develop practical, thorough and technically accurate solutions.
- * Provide excellent customer service to student organizations, Campus community, vendors, and other outside agencies and adhere to policies from various agencies related to coaching.

2. Education and/or Experience

- * Possess coaching qualifications/certifications, as determined by the Sport Club Coordinator, and/or sport specific league/National Governing Body.
- * Obtain and maintain current first aid and CPR/AED certifications.
- * Excellent interpersonal skills.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to

other offices and buildings for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Work is normally performed on an outdoor field or indoor gymnasium (depending upon assigned sport). Some travel required. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____