Employment Opportunity
City of St. Helena, California

Sports Coach

Part-Time: Less Than 10 Hours Per Week
Salary Range: $11.53 - $13.27 hourly

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline:
Open Until Filled
The City of St. Helena has an exciting opportunity to fill a part-time position in the Recreation Department. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

**Distinguishing Characteristics:** This position is responsible for coaching various youth and/or adult sports. This position may work indoors or outdoors and may be subjected to varied weather conditions including heat, cold, rain, wind and humidity. Will work with small to large groups of people and the noise level can be moderate to very loud. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**EXAMPLES OF DUTIES:** *(include but are not limited to the following)*
- To provide, organization, leading, and instructing individuals and groups in sports programs.
- Supervise and implement safe practices as it relates to participants, programs, and facilities.
- Advises participants on game and facility procedures and policies, as appropriate.
- Develop and lead daily sport specific drill and game components.
- Reports accidents and prepared accident reports as required.
- Communicate effectively with children, other coaches/referees, parents, and community members.
- Sets up equipment and ensures its return in serviceable condition.
- Maintain program areas by cleaning up after activities.
- Performs other related duties as assigned by the Recreation Supervisor.
- Make recommendations to the Recreation Supervisor regarding program enhancement and any concerns regarding operations.

**MINIMUM QUALIFICATIONS:**
- Must be 16+ with prior experience working or volunteering with youth.
- Experience in the relevant sport is required. Refereeing experience is preferred.
- Must pass a background check prior to start date.
- Must be available at the times when games and practices are held.
- Applicant should have a general understanding of youth development and proper disciplinary actions.
- Experience working with children in a recreation setting preferred.
- Must have the ability to sit, stand and walk for long periods of time. An employee will frequently be required to bend, squat, kneel, climb stairs, use hand and finger dexterity, use eye to hand coordination and lift. An employee will occasionally be required to balance, run, push, pull, and crawl.

To apply for this position please apply online at [calopps.org](http://calopps.org) and enter ‘St. Helena’ into the search field. Contact Stephanie Iacobacci at StephanieI@cityofsthelena.org or 707-967-2758 with questions.

**Note:** Meeting the minimum qualifications does not guarantee advancement in the selection process.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.