



Position Description- Assistant Coach and Program Volunteer

VOLUNTEER TYPE: “Class 3”

(Student & Youth volunteers are considered “Class 2”)

RESPONSIBLE TO: Head Coach

GOALS:

1. Instruction in sport skills
2. Competition at an appropriate level when certified as a coach
3. Modeling and instilling socially appropriated behavior including fair play
4. Learning the role of head Coach via mentorship

RESPONSIBILITY:

1. Attend practice and events on a regular basis
2. Communicate with head coach regarding practices and events
3. Adhere to the plans for the head coach (weekly & yearly)
4. Devote adequate time to preparation of athletes for events
5. Supervise activities when deemed necessary by head coach
6. Know all safety concerns of athletes (Atlantoaxial instability, epilepsy, asthma etc.)
7. If an incident occurs, following the incident reports procedure in Policy Manual.
8. Attend coaching conferences and clinics as necessary to upgrade coaching skills

BOUNDARIES/ LIMITATIONS:

1. Adherence to Special Olympics Manitoba Coaches Code of Conduct
2. Adherence to Special Olympics Manitoba Constitution & By-Laws, Principles
3. Must follow the philosophy of Special Olympics Manitoba as presented in the Mission Statement
4. Must be at least 12 years of age to be a program volunteer and 18 years of age to be an assistant coach

ORIENTATION / TRAINING:

- Mandatory attendance at Special Olympics Manitoba orientation
- Reasonable knowledge of chosen sport and complete the Level one training in sport technical training in the first 2 years of coaching
- NCCP SOC Competition Sport workshop and/ or the SOC Community Sport Workshop within the first year
- NCCP Theory Level 1 or Introduction to Competition A within the first two years of coaching.
- Respect in Sport On line Training
- Upon completion of these courses, the title of “coach” will be given

FEEDBACK / SUPPORT:

- Participate in initial feedback questionnaire
- Participate with SOM staff in program visit
- Participate in an exit interview upon completion of volunteer position

SCREENING MEASURES:

1. Detailed Position Description & Terms of Reference
2. Completion of Volunteer Application Form & Registration Form
3. Personal Reference Check
4. Complete criminal record search & vulnerable sector search.
5. Interview
6. Orientation & Training
7. Supervision & Feedback
8. Participant Follow Up

I _____ have read and agree to the above position description.
(Print Name)

Signature: _____ **Date:** _____