

Pekin Park District

Illinois River Valley Special Recreation Association
www.irvsra.org
Job Vacancy Notice



POSITION: **Special Olympics Soccer Coach**
February 19 thru April 18 with chance to advance to June 14

REPORTS TO: IRVSRA Program Manager

QUALIFICATIONS:

- Educational background and/or experience in working with children and adults with disabilities
- Available 2 nights a week and a few weekends
- Patience and flexibility
- Excellent organizational and communicative skills
- Outgoing personality
- Good physical condition, ability to lift 20 lbs
- Experience and knowledge in the sport applying for

APPLICATION: Applications are available at Recreation Reception Office located in Memorial Arena, Monday - Friday, 8:00am – 6:00pm or online at www.irvsra.org

RATE OF PAY: \$9.25/hr commensurate with position and experience

DEADLINE: February 1, 2020

APPLICANT MATERIALS MAY BE DROPPED OFF AT THE ROBERT N. BLACKWELL ADMINISTRATION OFFICE IN FRONT OF MINIATURE GOLF.

MAILED TO:

Attn: IRVSRA
Pekin Park District
1701 Court Street
Pekin, IL 61554

EMAILED TO:

OR casey@irvsra.org

It is the policy of the Pekin Park District to provide equal employment opportunities to all qualified employees and applicants for employment, without regard to race, color, religion, sex, national origin, ancestry or physical or mental handicap.

Date posted: 01/08/2020



Job Description

www.irvsra.org



Department: Recreation Department
Job Title: IRVSRA Special Olympics Soccer Coach
Supervision Designation: IRVSRA Program Manager

This position shall be responsible for the following:

1. Manage Special Olympics team sport during all IRVSRA sporting events, practices, meetings, etc. throughout the season.
2. Have experience or working understanding of the sport in which coaching.
3. Understanding or willingness to research Special Olympics Illinois rules and adaptations to the sport in which coaching.
4. Collecting all Special Olympics paperwork data and turning it into the Program Manager at least one week prior to due date.
5. Assist with and actively participating in orientations, trainings, and meetings as assigned.
6. Working as a team member to provide an exceptional Special Olympics experience for all participants.
7. Constant supervision of participants, assistant coaches, and volunteers in the program.
8. Creating and implementing the practice activities to increase participant's skills and familiarity of the sport.
9. Guiding participants to full participation of activities with adaptations used on their individual needs.
10. Immediately alerting the IRVSRA Program Manager of any injuries, disciplinary problems, or special situation regarding participants and filling out associated reports.
11. Reporting property damage or unsafe conditions at all facilities to the IRVSRA Program Manager.
12. Returning the event location back to the state prior to IRVSRA usage.
13. Knowing the location of all your assigned participants at all times.
14. Greeting all participants at the start of each event.
15. Communicating clearly and courteously with staff, participants, guardians, and community members.
16. Setting a good example for all participants and conducting yourself in a friendly and professional manner at all times.
17. Creating and maintaining a safe, disciplined, and fun atmosphere for the participants.
18. Making recommendations throughout the program and submitting evaluations to the program Manager at the end of the program.
19. The performance of other duties assigned by the IRVSRA Program Manager or PPD Superintendent of Recreation.

01/08/2020