



JOB DESCRIPTION

- New Job Description
 Revised Job Description

POSITION TITLE: Associate Head Trainer

CLASSIFICATION: Exempt (Annual Salary) Non-Exempt (Hourly Wage)

POSITION SUMMARY:

This position is responsible for researching new drills, basketball concepts and player techniques. The Associate Head Trainer is required to share researched information to players, coaches, and parents to ensure a high level of training. You will be required to build relationships with all employees, players and parents as well as maintain them inside and/or outside the game of basketball. Measures of success will include growth in personal knowledge of the game, improvement in training/coaching ability, and positive feedback from clients. The player development area of this position will include you to have mandatory workouts. This will include once sometimes twice a week getting into the gym to hone in on your craft. This position is a direct reflection of the work we will try to instill in the kids. It should be a personal goal to see improvement in the targeted area that coincides with strategies, philosophies, and programming from A&K Skill Development.

Training duties

- Serve as the point of direction between the kids and the parent
- Responsible for implementing all components of the A&K Skill Development program
- Coordinate the selection and implementation of drills with the Owners of A&K Skill Development
- Supervise and provide ongoing feedback to new staff members
- Communicate with parents to ensure their kid is getting focused workouts predicated to strengthen their weaknesses
- Discuss major amenities and details with regards to the coordination of camps and/or clinics
- Must adhere to all check-in and check-out processes including signing time sheets.
- Responsible for arriving 15 minutes prior to workouts dressed in designated work attire
- Working with A&K Owners to develop new and improved way to teach drills and/or fundamentals
- Must learn to officiate to maintain a injury free environment

Facility/ Operational duties

- Ensure seamless transitions during the various phases of workout programs including private sessions, group sessions, and scrimmages throughout the week. This includes making sure there are enough balls out and that hoops are at proper heights
- Collaborates with the A&K owners to ensure how many people will be in the facility each hour
- Conducts pre and post inspections of the building with/without the assistance of the A&K owners to ensure facilities are up to facility manager standards.
- Oversees the coordination process of equipment return after the workouts is over. These things include but are not limited to balls, bags, and ropes.

- Provide new clients with waivers and information sheets upon their arrival
- Collect payment and store away safely at facility

Maintenance & Cleaning

- Must be able to scrub scuff marks off the floor any given day
- Responsible for being in charge of facility close down procedures
- Must be able to withstand the smell of various cleaning products
- Works directly with the A&K owners to keep informed on damages and things that may need to be cleaned or further wiped

Administrative Tasks

- Communicates across the staff regularly to ensure operational success.
- Organize and manage paperwork received by external parties
- Aid in the facilitation of staff meeting giving valuable input

Supervision

- Supervises a group of kids four to five (4-5) on a semi-regular basis and more regularly be in charge of private sessions on a regular basis.
- Facilitate scrimmage or group play in everyday operations or a camp/clinic setting
- Responsible for supervision and management of any new employee we hire to pass along the correct Attitude and Knowledge

Other

- Serve at camps or day clinics as appropriate.
- Perform all other duties as assigned within the scope, responsibility, and requirements of the position.

IN_HOUSE RESPONSIBILITIES:

Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to your boss. Organize workflow and ensure that employees understand their duties or delegated tasks. Monitor employee productivity and provide constructive feedback and coaching. Oversee and assessing weekly performance to grasp operational success. Must be able to train new employees to fit increasing demand but also have the level of authority to make recommendations.

FISCAL RESPONSIBILITY:

Collect payments via check or cash from clients.

CONTACT WITH OTHERS:

Internal: Has regular contact with children, trainers, parents and facility manager. This will occasionally include coaches. .

External: Has contact with parents, community organizations and prospective clientele in the greater Erie area. While trying to expand into nearby networks,

QUALIFICATIONS:

Experience supervising children of all ages. Demonstrate experience regarding commitment to inclusion and social justice is a must. Case management and serving on-call/crisis response experience is

essential. The ability to effectively solve problems is imperative. Also expected is the ability to successfully communicate, collaborate, motivate, and educate staff as well as clientele.

Experience: Must have numerous years of player and/or coaching experience

Skills:

Must have the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions; the ability to speak effectively and persuasively; the ability to negotiate and exchange ideas, information, and opinions; the ability to manage conflict;

Licenses or Certifications: Valid driver's license preferred. Must get FBI clearances and pass cardiac arrest as well as concussion in sports testing.

Mission: Must be able to support and promote the A&K Skill Development Mission

PHYSICAL REQUIREMENTS:

Must be able to meet the physical demands associated with a training service. This include regularly working out and showing attention to detail. Must showcase the ability to do the action that you are teaching. On certain days, must be able to traverse the building a few times, lift up to 50 lbs and climb up to seven (7) flights of stairs.

WORKING CONDITIONS:

The work requires mental strength, stamina, and good organizational skill. Must be able to handle adverse conditions and create solutions aligned with the A&K Skill Development mission with limited preparation. Must be available during business hours from 5:00pm to 9:00pm Monday through Friday. While also being prepared to work on Saturday mornings. During certain time frames night and/or weekend hours may be required as well as an occasional on-call rotation. Hours per week may vary depending on the demand of the clients.

Department Revisions Made By:	Date:
HR Revisions Made By:	Date: