



General Job Description
Position: Kids Club Coach

Affirming God-given value. Multiplying Possibilities.

Kids Club Coaches minister to elementary-aged children who participate in Kids Club afterschool program hosted at Kids Club Main Campus and participating Comal ISD campuses. Coaches help supervise and interact with kids in a fun and appropriate manner. Coaches participate in recreational and educational activities such as games, songs, group homework tutoring, reading, teaching Power House lessons, and leadership development. Coaches perform other duties as directed by the Kids Club Director and program staff.

The Kids Club Coach exemplifies Christlike character in both personal and professional life, upholding Biblical values in attitude, speech, conduct, and lifestyle.

Job Duties and Responsibilities:

- Maintain a safe, clean, and overall fun experience for the children
- Support all sanitization and health safety protocols
- Work as part of a professional team
- Greet all Kids Club guests and ensure the security of doors, gates, and grounds.
- Assist with pick-up to ensure that children leave with the authorized person
- Interact with the children in a positive and age-appropriate manner
- Organize and participate in recreational and educational activities
- Encourage children's emotional and social development by reinforcing positive behavior
- Encourage understanding of others and supporting positive self-concepts and biblical teaching
- Organize and store games, equipment, and materials
- Attend weekly Coach meetings as well as all monthly staff meetings/trainings as directed
- Participate in and complete assigned tasks in Leadership Development
- Be on time and prepared to work, participating or engaging at all times
- Be available Monday-Thursday per your work schedule

All employment at NBCM is "at will" except in cases where a valid written employment contract is in effect. Employees will be terminated at any time for any reason. This document is not a contract for employment.

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TEAM QUALIFICATIONS

To be successful, an individual must be able to perform and follow through each job duty satisfactorily and in a professional manner. This individual must understand how their job duties affect the vision of the whole program and its stakeholders- donors, foundation partners, volunteers, clients, staff, community partners and NBCM Board. Team-first, servant-leadership, and a face-to-face ministry mindset is essential.

Education and Experience

- High School Diploma preferred; however, exceptions made with high recommendations
- Attendance at an area church
- Experience working with elementary-aged children

Skills

- Engage with children in a manner that fosters love, acceptance, and security
- Communicate effectively and professionally with children, parents, staff, and volunteers
- Punctual and dependable, exhibiting good time management skills
- Demonstrate self-initiative

Capabilities

- Conduct all relational and task interactions to the level of "ladies and gentlemen serving ladies and gentlemen"
- Conduct oneself in a calm and professional demeanor
- Filter information as confidential, reportable, or necessary for communication according to federal law and NBCM
- Work well with a diverse group of staff, volunteers, and students
- Work productively in an unstructured environment with frequent interruptions

Time Commitments

- General days/hours are Monday-Thursday, 2:00-6:30pm
- Weekly coach meeting
- Must be available for special events and trainings

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Environmental/Working Conditions

- Classroom setting for homework support
- Texas heat, outdoor activities
- Group dining; serving of snacks and meals

Physical/Mental Demands

- Standing, sitting, walking, running, bending, stooping, climbing, twisting
- High physical activity level
- Occasional stress from dealing with multiple tasks
- Occasionally lift and carry up to 50 pounds.

THIS DESCRIPTION IS INTENDED TO PROVIDE ONLY BASIC GUIDELINES FOR MEETING JOB REQUIREMENTS. RESPONSIBILITIES, KNOWLEDGE, SKILLS, ABILITIES, AND WORKING CONDITIONS MAY CHANGE AS NEEDS EVOLVE.

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