

IMCOM-HQ CYS, YOUTH SPORTS AND FITNESS VOLUNTEER COACH

POSITION DESCRIPTION



Organization: IMCOM_HQ, Child and Youth Services (CYS), Youth Sports and Fitness (YSF)

Position Title: CYS, Youth Sports and Fitness Volunteer Coach

Summary: *A good coach improves your game, A great coach improves your life* – Michael Josephson

Duties: Teach proper skills, fundamentals of rules, strategies and procedures needed to participate in a specified sport in accordance with CYS requirements. Be present at scheduled practices and games at least fifteen minutes before the scheduled starting time. Inform YSF staff members regarding changes, concerns and issues. Keep players and parents informed about all practice and/or game times and any changes. Maintain a focus on sports skill development, recreation, maximum participation of players, and leisure activities. Maintain YSF property, role model appropriate behavior (e.g., Army Values, CYS Statement of Understanding) and abide by the CYS Philosophy.

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Time Required: Practices are generally held during the period
Monday – Friday: 1700 – 2000
Note: Practices must be conducted IAW CYS guidance
Games are generally held Saturday: 0800 – 1700
Note: Average – one game per week, times vary

Benefits: Program is designed to promote positive attitudes and reinforce CYS and YSF philosophy and Army core values to offer children and youth opportunities to feel competent and instill values associated with the pursuit of skills in sports, fitness, nutrition, and recreational activities.

Training:

Child Abuse Prevention, Identification, and Reporting (includes Standards of Conduct)
Review of Applicable Regulations: Installation Policy/Inclement Weather/ Activity Cancellation Procedures
The Role of the Volunteer/Contractor
Positive Guidance and Appropriate Touch
Working with Children with Special Needs
Child/Youth Safety and Health: Blood borne Pathogens
Age Appropriate Learning Activities
Fire Prevention, Emergency & Evacuation Procedures
CPR & First Aid Certification
Concussion Training
Certification by Recognized Sports Organization (NAYS) and Sport Specific Training

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POSITION DESCRIPTION

Orientation: CYS, YSF Certification Clinic
NAYS Parent Orientation

Qualifications: Background/Clearance check IAW CYS guidance

Supervisor: CYS, YSF Director

Assessment: CYS, YSF Volunteer Coaches will receive feedback from the CYS, YSF Director.



Printed Name/Signature of Volunteer

Date

Printed Name/Signature of Accepting Official

Date

Youth Sports & Fitness – Bringing out the best in Children and Youth.

	<p style="text-align: center;">CHILD AND YOUTH SERVICES (CYS) FORT HUACHUCA</p> <p style="text-align: center;">OUTREACH SERVICES VOLUNTEER APPLICATION</p>	
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Name _____ Date _____

Military Address _____ Rank _____

Home Address _____

(Personal numbers & emails ONLY; NO Government emails & numbers.)

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Previous Sport(s) Coached _____ When/Where _____
(If Applicable) (If Applicable)

What age group are you interested in Coaching (please circle):

SOCCER	BASKETBALL/CHEER	FLAG FOOTBALL
Pee Wee (ages 4-5)	Pee Wee (ages 5-6)	Pee Wee (ages 4-5)
Mighty Might (ages 6-7)	Mighty Mite (ages 7-8)	Mighty Mite (ages 6-7)
Minors (ages 8-9)	Bantam (ages 9-10)	
Bantam (ages 10-12)	Junior (ages 11-12)	
	Senior (ages 13-15)	

Other Sports/ Activities (please circle):

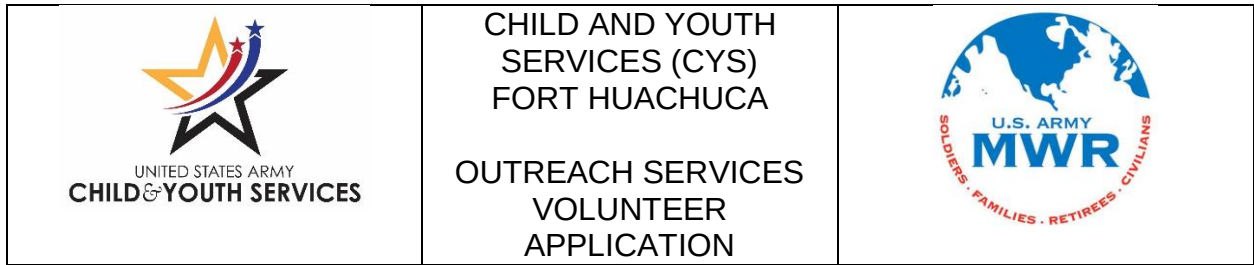
Sports Clinic
Volleyball
Other

Background Experience (please circle):

- Sports Administration
 Amateur Coach
 Certified Coach
 High School Coach
 Collegiate Coach
 Professional Coach
 No Experience

Are you interested in being a (please circle):

- Head Coach
 Assistant Coach
 Team Parent





1. INSTRUCTIONS: Please provide the requested background information in Item 3, below. Child and Youth Services (CYS) will use this information to determine your eligibility for becoming a Volunteer. Please read the Privacy Act Statement in Item 2.

2. PRIVACY ACT STATEMENT:

- a. Authority: Title 15, United States Code, Section 3012.
- b. Purpose: To provide background clearance information regarding Prospective Volunteers for CYS Programs.
- c. Routine Uses: No information is disclosed outside the Department of Defense.
- d. Disclosure: Disclosure of this information voluntary. However, information not provided may cause denial of Volunteer application.

3. Complete the following information. Please spell out month, date, and year of birth.

Applicant	Sponsor (if applicable)		
Date of Birth	Date of Birth (if applicable)		
Street Address	City	State	Zip Code
Signature of Application	Date		

	<p>CHILD AND YOUTH SERVICES (CYS) FORT HUACHUCA</p> <p>OUTREACH SERVICES VOLUNTEER APPLICATION</p>	
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The person Volunteering must sign the following Privacy Act/ Relinquishment of Information before the Application can be processed.

In Accordance with the Department of Defense Instruction (DoDI) Number 1402.05, Background Checks on Individuals in DoD Child Care Services Programs (dated 14 July 2016), I provide permission to obtain information from the following agencies for the purpose of completing the screening procedures required to be a Volunteer: local Law Enforcement, Social Work Services, Drug and Alcohol, and Federal Bureau of Investigation (FBI).

It is understood this information will be used to process an application and will not be released to other individuals or agencies.

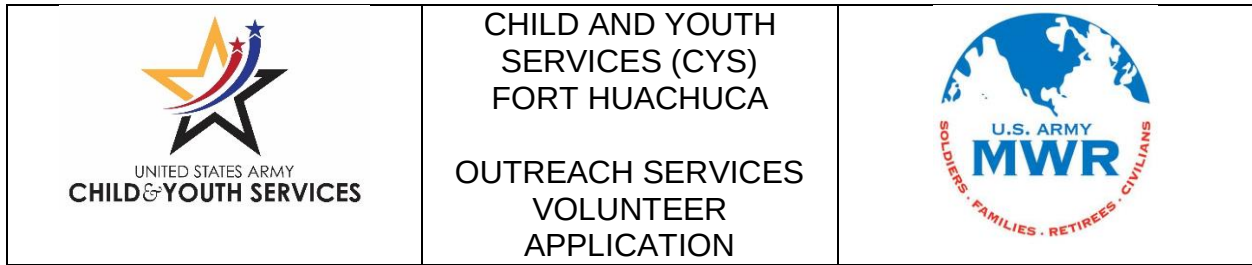
It is further understood that disclosure of information on this waiver or within the application is voluntary. However, failure to provide information on the application or failure to allow relinquishment of information will cause the application to be rejected.

Applicant's Name (printed)

Applicant's Signature

Date

Information: Parent and Outreach Services Director
Child and Youth Services (CYS)
Fort Huachuca, AZ 85613
520-533-0710

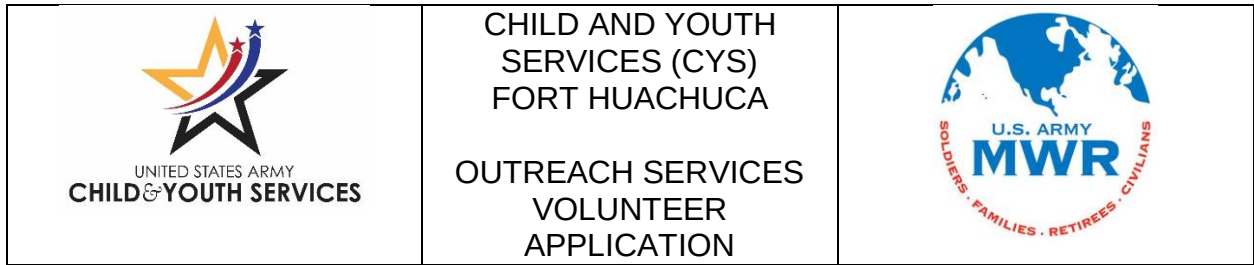


As a Volunteering with the Fort Huachuca Child and Youth Services (CYS) Division, I understand the behaviors listed below are essential to ensure the health, safety, and well-being of children/youth. I understand that failure to comply with these Standards of Behavior will result in adverse actions, to include separation from my Volunteer position:

1. I must refrain from ever using physical punishment, verbal threats, and abusive or foul language directed towards a child/youth or adult.
2. I must always remain flexible in relation to my Volunteer position, the children/youth in my care, and adults with whom I interact.
3. I will follow CYS Program procedures in the case of an emergency or accident.
4. I accept my responsibility to interact actively and in a positive manner with the children/youth individually and in groups.
5. I will improve my skills in recognizing the individual needs of children/youth.
6. I will be polite and responsive to parents.
7. I will follow the directions of the Program Managers and treat all CYS staff with respect.
8. Making malicious/false statements about any employee or Volunteer will not be tolerated.
9. I understand that, as a Volunteer with a regular schedule, I will adhere to the schedule and, if I am unable to work, I will notify the Program Director as soon as possible.
10. I understand that, if my child uses CYS Programs, I must properly register him/her.
11. I will maintain confidentiality and never share information about patrons, children, and staff/Volunteers.
12. I will expand my knowledge of teaching techniques to foster a developmental philosophy.
13. I must successfully complete a four-hour National Youth Sports Coaches Association Training before Coaching children/youth.

Volunteer's Signature

Date



VOLUNTEER AGREEMENT

I desire to Volunteer my services to the Fort Huachuca Child and Youth Services (CYS) Programs. I expressly agree my services are being performed gratuitously, and I am not, solely because of these services, considered an employee of the United States Government or any instrumentality thereof. I expressly agree that I neither expect nor demand any present or future salary, wages, or related benefits as payment for these Volunteer services. I agree to participate in whatever training that may be required in order for me to perform the work for which I am Volunteering.

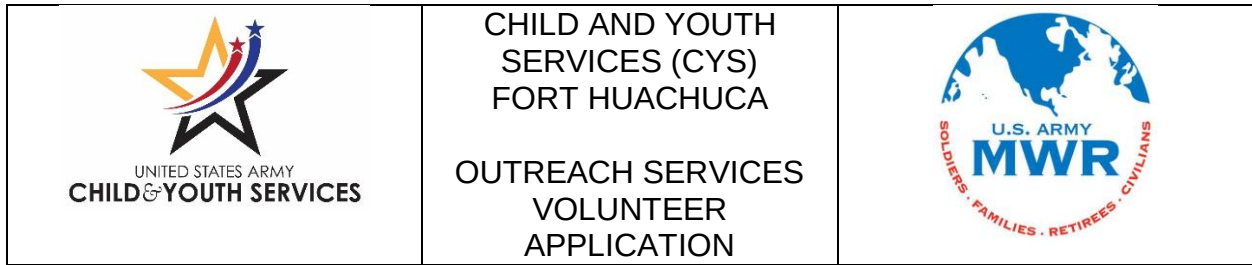
Printed Name/Signature of Volunteer Date

Printed Name/Signature of Accepting Official Date

DISCLOSURE

Declare any derogatory information, to include, arrests with or without convictions, domestic violence, Child Protective Services investigations (both substantiated and unsubstantiated), drug/alcohol rehabilitation, Military Police tickets or findings, and any convictions of any crime from the age of 18 years and beyond. Applicants who do not declare derogatory information will not be considered for Volunteer positions.

Printed Name/Signature of Volunteer Date



Coach Reference Check

Name of Volunteer: _____

On a scale of 1 to 5 (5 being the highest), please rate the following:

Attendance and Reliability	
Teamwork/Interpersonal Skills/Communication	
Productivity (e.g., using time wisely)	
Mentoring/Leadership (e.g., relating to children and adults in a positive manner)	
Demonstrates self-control and sound judgment	
Would you work with this person again in the future? (Yes or No)	

Additional Comments: _____

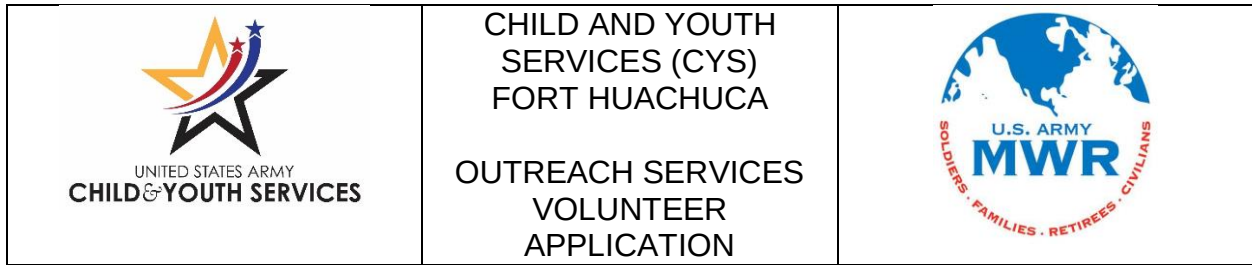
Name of Person Providing Reference: _____

Signature of Person Providing Reference: _____

Date Reference Completed: _____

Contact Number: _____

Date Reference Received (to be completed by CYS Staff) _____



Coach Reference Check

Name of Volunteer: _____

On a scale of 1 to 5 (5 being the highest), please rate the following:

Attendance and Reliability	
Teamwork/Interpersonal Skills/Communication	
Productivity (e.g., using time wisely)	
Mentoring/Leadership (e.g., relating to children and adults in a positive manner)	
Demonstrates self-control and sound judgment	
Would you work with this person again in the future? (Yes or No)	

Additional Comments: _____

Name of Person Providing Reference: _____

Signature of Person Providing Reference: _____

Date Reference Completed: _____

Contact Number: _____

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