



COACH JOB DESCRIPTION

A Summary of Expectations for Club Coaches in Rec., Advanced, Elite & Ultimate

- **Primary on-site authority.** (The Director will rotate Club attendance every 4th Club day.)
 - ▶ Hours (average of ~4.5 per club day inclusive of prep. time):
 - It is expected that a certain amount of planning and communication will be needed to prepare for each Club day. On average, this will amount to an *average* of 45-60 minutes per week outside of regular Club hours. Because a Coach is paid by the Club day and not necessarily by the hour, some seasons and weeks will require more outside prep. time than others.
 - **The 3.75 Hour Principle:** Coaches should arrive no later than 3pm daily (6pm for Ultimate Club/UC) and stay until all kids are picked up and all rooms returned to original condition. (approximately 6:45pm, or 9:45pm for UC).
 - ▶ Opening and Closing responsibilities (some may be added for COVID precautions):
 - Unlock the Courtyard door (with external key and internal key wrench)
 - Turn on all appropriate lights; unlock/open the Office and Acolyte Room
 - From the Office, put out the sidewalk sign (daily) and the banners (M & Th)
 - Set up snack area, including snack/chips bins and cafeteria table(s)
 - Set out prop wagons. Mix it up and put out unique props on occasion.
 - Re-stock fridge and snack/chips bins as needed.
 - Reverse the above procedures upon closing (T, F: store all banners, tables, etc.)
 - The Coach may delegate these procedures to the SLT or members to be freed up to talk with parents, the Director, Specialist(s), and/or the SLT.
 - ▶ Co-Lead meetings / Supervise warm-ups / Organize rehearsals:
 - Plan, initiate, and co-lead Club meetings. Consult and collaborate with the Director on important topics/events to cover.
 - Delegate warm-ups to the Assistants/Captains. The Coach has the prerogative to step in at any time to either lead warm-ups or offer suggestions to both the Student Leader(s) and the members.
 - Lead by example. Direct the SLs that are not leading warm-ups, workshops or rehearsals to spread out and offer suggestions, tips and general encouragement to the members. Every leader should be actively working even when not vocal.
 - Supervise all SLT members to not “clump” and to be intentional in their work. This is applicable during snack, warm-ups, structured time, free time, all times.
 - ▶ **1st Semester Focus:** Plan and lead programming for technical juggling training, workshops, standards testing, endurance contests, mini-routines, etc.
 - Welcome & Games Day in Week 1
 - Theme Days in Weeks 2, 3, 4 (e.g., Balls, Rings, and Clubs); other Theme Days
 - Standards Testing in Week 5
 - Plan and lead programming for remaining Club days of 1st Semester, incl. two+ Endurance Contests (4/5 balls after MEA; 3 clubs/4-5 rings early Nov.; more?).
 - Some members prefer more contests; others, workshops and mini-routines.



- ▶ **2nd Semester Focus:** Plan and lead the *Juggle Jam* creative process and rehearsals.
 - Make the final decision on Club routine theme, drawing help from SLT + Staff.
 - Plan/lead rehearsals for Club routine; help to implement and supplement the Director’s vision for “Rock This Town” and “Reach.”
 - Collaborate as needed with Club members, SLT, Specialists (choreography / technical assistance), and Director (music editing / overall guidance and suggestions). Any given Coach may delegate or assume *most* JJ-related tasks.
 - Delegate leadership and choreography for Club routine vignettes among self, Specialists, and SLT.
 - Offer JJ Awards suggestions to the Director for every member in assigned Club.

- Communicate with the Director, Specialist(s), SLT, and parents regarding Club programming.
 - ▶ Coaches are expected to be in regular communication as needed with parents*, the Director, Specialist(s), and SLT via email, texts, and/or phone calls.
 - ▶ Respond and initiate communication with staff and parents regarding Club schedule plans, member absences or behavior*, and Club/routine planning questions.
 - ▶ Write a column/article for the *JUGHEADS Journal* once or more per year.

** Some parent questions are best/only able to be addressed by the Director; but many questions can/should be answered by the Coach. The Coach should directly address all but the most serious issues regarding a Jughead’s experience, behavior, etc. at company events.*

- The Coach is the primary authority for on-site SLT mentorship and direction and for fostering relationships with and among the Club members.
 - ▶ As needed, the Club Coach should meet ~5-10 min. with the SLT/Captain(s)/Specialist during snack (between 3:30-4 after school; between 6:15-6:30 Thursday nights).
 - ▶ Maintain awareness for how each member is doing through personal greetings and conversations. Be aware of kids on the social fringe; unfocused on goals; discouraged.
 - ▶ Match members with SLT or peers in the Club through passing, mini-routines, *Juggle Jam* vignettes, etc. in order to maximize social connections and technical progress.
 - ▶ Lead by Example (aka Servant-Leadership).
 - ▶ Set the social tone of each Club day. Create/reinforce your own special Club sub-culture.

- Special Events & Meeting Attendance:
 - ▶ Coaches are expected to prioritize paid meal meetings: late Aug., Dec./Jan., Mar., Apr.
 - ▶ Coaches are expected to attend the stipend-paid SLT + Staff (Overnight) Retreat in September and prioritize monthly SLT + Staff Meetings (alternating Tuesdays & Saturdays).
 - ▶ All Coaches are expected/paid to assist leading *Juggle Jam* Dress Rehearsals and Shows.
 - ▶ Unpaid attendance is expected at Jingle Jam (Dec.) and the *Winter Showcase* (Mar).

Paul Arneberg, JUGHEADS Founder & Director—1/29/20; Revised 6/16/20