



**INNOV8  
SPORTZ**  
Community Interest Company

## **Job Description**

**Post: Assistant Sports Coach**

**Reporting to: Head Coach**

### **Main Purpose of the Job:**

**To assist in the planning, organisation and delivery of exciting and challenging physical activities in a wide range of sports, to a standard of excellence, linking in with appropriate partners where appropriate.**

### **Main Duties:**

- Assist in planning, organising and delivering a varied and interesting programme of sport and physical activities, motivating and encouraging attendees to participate.
- Ensure that coaching sessions suitably address the needs of all participants including those less able or with specific needs.
- Complete risk assessments and ensure that reasonable steps have been taken to protect participants, at all times.
- Report immediately all accidents or injuries to your Head Coach and complete report forms as required.
- Maintain detailed and accurate records of attendance as and when required.
- Assemble and dismantle equipment when required and to check the safety of all equipment and ensure it is used in a safe and proper manner.
- At the end of each activity, ensure that all equipment is stored correctly.
- Promote the organisation's values and objectives in a practical, positive way.
- Ensure that safe practices are followed and sessions adhere to the organisation's Child Protection Policy.
- Attend Meetings, as required.
- Undertake training, as required.