



City of  
Golden

# Volunteer Opportunity

06/01/2012

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**JOB TITLE:** VOLUNTEER - CARA Volleyball

**DEPARTMENT:** Parks and Recreation

**JOB REFERENCE:** 12-46

**POSITION TYPE:** 3-7 hours per week; potential of Tue, Wed, 4:30 – 5:45 PM; some Saturday matches TBA

**CLOSING DATE:** Open Until Filled

**A City of Golden Volunteer application must be submitted for consideration.**

## **SUMMARY**

Under direction of the Youth Program Leader, teaches skills and techniques of assigned volleyball program to youth populations ages 6 to 14.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Instruct participants in skills, techniques, and code of conduct of assigned volleyball program utilizing a variety of teaching and instruction methods.

Create an enjoyable experience for participants of program while teaching fundamentals of volleyball. Ensures that all participants have an opportunity to participate in program.

Exercise and teach safety awareness and practices for skills and program. Ability to assess participant skill level and lead program accordingly.

Communicate with participants, parents, co-workers, and supervisor to improve success of program and address any concerns.

Discuss concerns and make recommendations for program improvements including content, marketing efforts, scheduling, etc.

Clean and maintain surrounding program area (to include trash pickup and set-up and take down of equipment) before and after each program.

Assist other coaches at practices and CARA Volleyball tournaments when needed.

Be available on Saturdays during the fall and spring seasons for CARA Volleyball tournaments.

## **QUALIFICATIONS**

To perform this volunteer opportunity successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND/OR EXPERIENCE**

Must be at least 18 years of age. Minimum two years playing and/or coaching volleyball experience with general knowledge of fundamentals and rules of sport the sport.

## **LANGUAGE SKILLS**

Ability to communicate effectively with youth ages 6 to 14 to teach fundamentals and skills of volleyball. Ability to effectively communicate with the public, program participants, and employees. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to apply math skills necessary for scoring of assigned sport. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of U.S. currency and weight measurement, volume, and distance.

## **REASONING ABILITY**

Ability to apply common sense in order to understand and carry out simple one- or two-step instructions. Ability to deal with standardized situations where only occasional or no standards exist.

## **OTHER SKILLS AND ABILITIES**

Ability to carry out assigned tasks completely and effectively. Good organizational skills and dependability regarding practices and matches. Ability to make independent decisions and ability to complete projects with minimal supervision. Ability to demonstrate good judgment and appropriate role modeling for children. Ability to recognize and work within a child's strength and limitations.

## **MATERIALS & EQUIPMENT DIRECTLY USED**

All materials and equipment necessary for each sport.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job.

While performing the duties of this job, the volunteer is regularly required to stand; walk; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and talk and hear. The volunteer frequently is required to sit and reach with hands and arms. The volunteer must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job.

While performing the duties of this job, the volunteer is regularly exposed to outside weather conditions. The noise level in the work environment is usually loud.

**Download a Volunteer Application @**  
**[www.cityofgolden.net/work/volunteer](http://www.cityofgolden.net/work/volunteer)**

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