



**August 9, 2021**

**Employee: INSERT NAME**

**Effective Date:** August 23, 2021

**Employment with:** We Will Go Ministries

**Job:** Sports & Literacy Coach

**Location of WWG Office:** 809 N. Farish St. Jackson, MS 39202

**Amount to be paid:** \$12 Per Hour for 20 Hours a Week.

**Term:** August 23, 2021 – December 17, 2021.

**Retirement:** Not eligible for retirement program.

**Paid Time Off:** Not eligible for paid time off.

**Direct Supervisor:** Mariah Pitre & Bethany Faught

**Board:** WWG Ministries has an executive board that votes, advises, and makes decisions concerning bylaws, employees, policies, and direction of ministry.

**Sports & Literacy Coach Duties:**

- Promoting fair play & demonstrating various techniques and encouraging children to come up with ideas
- Taking care of sports equipment
- Completing administrative duties
- Planning coaching & activity sessions
- Mentoring athletes and students
- Resolving team issues
- Liaising with schools, instructors and tutors
- Communicating with parents, providing updates where required and answering questions
- Report any behavioral concerns to your supervisor and leadership
- Advocate and recruit for student participants in WWLearn
- Other essential duties may be assigned as needed

**Sports & Literacy Coach Skills and Qualifications:**

- First aid training to be able to respond to minor injuries or illnesses
- Health and safety knowledge to help keep all students safe
- Excellent communication skills to convey procedures to all students & volunteers
- Leadership skills to guide and motivate students
- Interpersonal skills to build positive relationships with campers under their care
- Mentoring and motivating
- Being assertive and professional
- The ability to share your faith with students & athletes

**Official Holidays:**

1. New Year’s Day
  2. Memorial Day
  3. July 4<sup>th</sup>
  4. Labor Day
  5. Thanksgiving Day
  6. Day after Thanksgiving
  7. Good Friday
  8. Christmas Eve
  9. Christmas Day
- *When a holiday falls on a Saturday, it is usually observed on the preceding Friday. When the holiday falls on a Sunday, it is usually observed on the following Monday.*
  - *See vacation and leave policy for further details.*

**Behavior:** As a Christian organization, we expect all staff members to carry themselves in a way that honors Christ. We also expect all staff to recognize that as an employee of WWG, you represent our organization in the community. An employee’s personal actions or behaviors should never jeopardize the image of We Will Go as a Christian organization. If an employee ever acted in a way that jeopardized the image of WWG to our partners, volunteers, or community members, disciplinary action will be taken.

**Beliefs:** We Will Go Ministries is a non-denominal Christian non-profit organization. WWG aids in three focal areas of Education, Employment, and Essentials. Our mission is that we are neighbors willing to engage our community with the love of Christ.

**President & CEO Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_