



monarch school
education. opportunity. transformation.

Monarch School Project Part-Time Recreational Sports Coordinator

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing up to 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

The Part-Time Recreational Sports Coordinator will provide K-12 recreational sports opportunities to Monarch School students both during and after school. They will be responsible for coaching/assistant coaching soccer, flag football, and basketball for both middle and high school athletics. In addition, this position will require teaching after-school sports clubs, swimming, subbing in for other coaches, and providing support with new/emerging programs. The Part-Time Recreational Sports Coordinator will also be responsible for coordinating uniforms, games, transportation, nutrition etc. to ensure athletes' needs are met.

Reporting Relationship

The Part-Time Recreational Sports Coordinator reports directly to the Director of Student Engagement; however, the incumbent must be able to communicate and work closely with other team members, Board of Directors, and external stakeholders.

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Position Responsibilities and General Responsibilities

Coaching and Teaching Responsibilities:

- Coach and/or assist with the following teams:
 - Middle school and high school co-ed flag football (Fall)
 - Middle school boys' and/or girls' basketball (Winter)
 - Middle school co-ed soccer (Spring)
 - Coach K-5 rec sports, as program needs shift
 - Lead K-12 after-school team practices, when applicable
 - Lead K-12 after-school sports clubs, when applicable
- Teaching:
 - Teach middle school elective/enrichment period, four days per week

- Teach summer swimming
- Coaching duties:
 - Communicate game schedules to students, staff, and families
 - Coordinate transportation and confirm game availability with partners/leagues
 - Develop and implement a nutrition plan based on the game schedule
 - Manage and track required forms and athlete eligibility
 - Maintain strong professional boundaries with students in accordance with the Monarch Athletic Handbook and supervisor expectations
 - Report unsafe conditions to the Athletic Director
 - Serve as a substitute coach, as needed
 - Student Eligibility:
 - Ensure student-athletes meet eligibility requirements per Monarch Athletic Department and league policies
 - Collaborate with SDCOE teachers to monitor academic compliance

Athletics Department Support:

- Assist in ensuring middle/high school recreational sports and CIFSDS operate safely and effectively by performing tasks such as:
 - Supervise the gym during games
 - Operate the scoreboard and serve as a scorekeeper
 - Coordinate with game officials
 - Transport students to and from contests
 - Distribute nutrition for student-athletes within the athletic department budget
 - Maintain general gym cleanliness after events

Equipment and Uniforms:

- Maintain an up-to-date inventory of all recreational sports equipment (uniforms, balls, nets, etc.)
- Ensure all equipment is in proper working condition
- Issue, collect, and track uniforms each season, submitting inventory to the Athletic Director at the end of the season
- Complete athletic laundry

General Responsibilities:

- Serve as a role model for students experiencing homelessness by demonstrating integrity, ethical behavior, and prioritizing student needs
- Protect student rights, privacy, health, and welfare at all times
- Uphold Monarch’s core values of community, relationships, strength, and healing
- Be knowledgeable of available resources and refer students to appropriate support staff
- Implement strength-based, trauma-informed, and restorative practices
- Actively supervise program participants to ensure safety at all times
- Foster positive communication with students, families, school personnel, and community partners
- Provide behavior guidance that supports students’ social, emotional, and physical well-being
- Maintain a clean, safe, and organized recreational space
- Participate in professional development opportunities
- Drive school-approved transportation, as needed
- Perform additional duties and projects, as assigned

Competencies:

- Strong organizational and project management skills, with the ability to multitask and adapt in a fast-paced environment.
- Collaborative mindset and ability to foster partnerships.
- Effective communication tailored to various audiences.
- Proficiency in restorative justice protocols, strength-based practices, and trauma-informed care.
- Receptive to constructive feedback and committed to continuous improvement.
- Commitment to Monarch's mission of creating safe spaces and building authentic relationships with students.

Qualifications

- Demonstrate commitment to diversity, equity, inclusion, and social impact, with a high level of cultural awareness, sensitivity, and adaptability.
- Understanding of and commitment to best practices in DEIB, anti-discrimination, and anti-racism, with the ability to apply these principles in service delivery.
- Commitment to the mission, values, and work of Monarch School Project.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- To perform this job 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 Experience

- Bachelor's Degree (preferred), High school diploma required.
- Two (2)+ years coaching experience REQUIRED (preferred: soccer, flag-football, basketball)
- Knowledge/understanding of rules for soccer, flag football and basketball.
- Experience working with K-12 school aged youth.
- Previous experience working in athletic activities.

Certificates and Licenses

- A valid California Driver's License.
- Current auto insurance is required. May be required to occasionally drive school-approved transportation.
- First Aid Certification (Required)
- CPR Certification (Required)

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals

with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

We value diverse perspectives and are committed to building an inclusive team that reflects the communities we serve. We encourage applications from individuals of all backgrounds, including underrepresented groups in our industry.

Job Status and Compensation

This is a part-time, hourly position, with pay starting at \$22 to \$24/ hour.

Schedule:

Monday – Friday, with occasional weekends as needed

Standard hours: 12:30 PM – 5:30 PM (flexible hours based on games and program needs)

NOTE Summer hours may vary.

Work Location: In person

Competitive benefits package includes Sick Leave accruing up to five (5) days per year, eight paid holidays, five (5) weeks of paid school breaks per year, 401(k) with 100% match of up to 6% of salary, and Employee Assistance Program (EAP).

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “Part-Time Recreational Sports Coordinator” in the subject line. This position will remain open until it is filled.