



Position: Community Sports Coach

Title	Program Director	Status	Full-Time
Performance Review	3 months, 6 months, then yearly	Classification	Hourly \$17.50-\$18.00
Reports to	Community Sports Coordinator	Hours	10-15 hours per week

MISSION:

The Mission of PAL is to improve the immediate and future quality of life for the youth of our city and surrounding communities through educational, recreational, cultural, social/emotional, and prevention quality programming in collaboration with law enforcement.

JOB SUMMARY

We are looking for an enthusiastic and responsible Sports and Enrichment Coach to provide a fun, safe, and holistic development experience for Buffalo's youth. In this role, you will implement sports sampling clinics, active recreation, and educational enrichment programs throughout the year at various PAL location sites. You will design and execute basic sports strategies and engaging enrichment activities while following a structured curriculum guide. Coaches must encourage ALL youth participation with care, mentorship, and compassion under the supervision of the Community Sports & Program Coordinators.

To ensure success as a Sports and Enrichment Coach, you must have extensive experience working with youth, knowledge of sports fundamentals, and excellent communication skills. A top-class coach ensures all participants enjoy an uplifting, engaging, and well-rounded experience that builds both physical skills and personal character.

SPORTS AND ENRICHMENT COACH RESPONSIBILITIES

- Designing and implementing sports sampling and enrichment activities.
- Scheduling and running program sessions, camps, and clinics.
- Integrating team-building exercises and life-skills development.
- Maintaining sports gear and enrichment program supplies.
- Organizing and presiding over games and interactive activities.
- Working to improve youth unity, respect, and sportsmanship.
- Ensuring all program members receive equal participation time.
- Emphasizing safety, fair play, and positive behavior.
- Setting realistic and age-appropriate milestones for participants.
- Managing sideline and classroom behavior of youth and parents.
- Ensuring total safety during all active and academic sessions.

SPORTS AND ENRICHMENT COACH REQUIREMENTS

- High school diploma or GED.
- First Aid and CPR certified (PAL will provide training).
- Proven experience as a youth coach, tutor, or mentor.

- Youth teaching or camp counselor experience is highly preferred.
- Strong passion for urban youth development and community impact.
- Basic knowledge of sports strategies and youth engagement techniques.
- Exceptional communication and interpersonal skills.
- Ability to remain calm and supportive in stressful situations.
- High level of patience, adaptability, and understanding.

HOURS

- Part-Time (Weekend and Evening shifts required)
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PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform 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 required to sit, stand, walk, use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance. The employee must talk or hear. The employee will be required to lift and/or move up to 25 pounds. Specific vision abilities required by the job are close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform 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 exposed to communicable diseases at times. Occasionally employees are exposed to inclement weather conditions. Our facilities have sections that are not air-conditioned and in the summer, employees may be required to work in these areas.

The Police Athletic League of Buffalo Inc. reserves the right to amend this job description based upon its needs and may require the employee to carry out functions beyond those mentioned above. Neither this job description nor any other communication changes the at-will nature of employment. The Police Athletic League of Buffalo Inc. is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy also includes the handicapped and all disabled Vietnam-era veterans.

Employee Signature

Date

Please forward Resume to policeathleticleague@city-buffalo.com