

## 2018 LMYA Trainer - Job Description

1. “Who are we?” “What do we stand for”
  - a. We make the customer experience of the parent coaches better
    - i. Help the parents coach kids
    - ii. Kind engagement
  - b. We inspire players by making volleyball fun
    - i. Praise progress and improvement
    - ii. Passing and serving are the most important skills to develop (Serve receive)
  - c. We empower (mostly young women) with Professional Development
    1. Like a school, we aim to encourage young workers to learn responsibility through sports tech business opportunities
2. Come Prepared
  - a. Meet your coach at the mandatory Coach’s Kickoff Meeting
    - i. Exchange contact information with your parent coach
      1. Email
      2. Phone number
    - ii. Have your picture taken by the LMYA Volleyball Crew Leads
  - b. What to bring to practice
    - i. Time Card
      1. A parent coach needs to sign this every hour that you work in order to get paid. You can find a printable version of this on the [lmyavolleyball.com](http://lmyavolleyball.com) website.
    - ii. Bonuses
      1. Be assertive and tell the coach at the beginning of practice that they can give you one stamp bonus for a job-well-done at the end of practice
    - iii. Drills (Club / High School) / Practice Plan
      1. Come to practice with some drills &/or a practice plan ready to help the coach should they need it.
    - iv. Always wear your uniform
      1. It is important to always wear your [uniform](#) to practices and LMYA events.
3. When / Who to Contact
  - a. Contact Eric 925-588-9190
    - i. If someone is injured or hurt.
    - ii. If a parent &/or coach is being difficult / abusive
    - iii. You are unsure of how to handle a situation
  - b. Contact the Crew Lead for that gym (JM or Stanley)
    - i. A team &/or coach doesn’t show
    - ii. You need a backup (to cover your practice slot) and can’t find one
4. Nets
  - a. Nets MUST be taken down, or LMYA receives a fine of \$200.
  - b. How long before / after practice should you be there?

## 2018 LMYA Trainer - Job Description

- i. Always wait in the gym 5 minutes after your shift to make sure that the following trainer has come for their shift. This is so that if there was a last-minute cancellation the net is not left up.
- ii. If you have the first shift of the evening expect to be there 10-15 minutes early to set up the nets.
- iii. If you have the last shift of the evening expect to stay an extra 10-15 minutes after your shift to take down nets.

### 5. Important Forms

#### a. Job Application

- i. Has to be completed in order to be hired so they can send your paycheck.

#### b. Preferences

- i. Must be completed in order to assign hours
- ii. You will have a permanent position with a selected team and coach
- iii. If you are unable to make your assigned team practice for a specific week, please immediately contact the crew lead for the given gym for a replacement as far in advance as possible and not within 24 hours.

#### c. W-4

- i. Necessary tax form to be completed, and can be found on the [lmyavolleyball.com](http://lmyavolleyball.com) website

### 6. Time Card

#### a. Submit every week. (minimally every 2 weeks)

- i. Do NOT send them all in the last week.

#### b. Bonus Stamps

- i. Bonus Stamps are provided by the parent coach (1/practice)
- ii. Each stamp represents \$2, and will be automatically included in the paycheck for that time card.