



## **New England Center for Circus Arts**

### **Job Description**

**Job Title:** Coach

**Reports To:** Executive Director, Supervisor; Designated Program Director for programming, curriculum and scheduling

**FLSA Status:** Non-Exempt, Less than 30 hours per week, Temporary

**Date Last Approved/Revised:** February 2021

**Job Summary:** Coach a variety of circus students using progressions and methodologies that are adaptable to the needs of each class and student in order to progress each student toward their personal goals in a safe and encouraging environment.

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### **Essential Functions**

#### Coach/Lead/Inspire

- Teach circus skills in clear progressions, breaking down information into smaller components and layering in new information gradually.
- Prepare for each class, lesson or workshop to provide clear content and instructions.
- Help set and guide students toward their goals, implementing a process for growth while keeping the spirit of joy inherent in the work.
- Balance technical and creative information with exploration.
- Adjust the coaching style, tone and methods to fit the needs of the student when possible.
- Evaluate the skill and progress of each student, providing useful feedback that balances criticism with encouragement and motivation, and identifies areas for further growth.
- Be physically and mentally available to each student throughout the instruction.
- Keep the material within the level of the class and utilize the curriculum for the class when provided.
- Treat all students equally, no matter their level, interest, or ability.
- Maintain a professional relationship and presentation with students.
- Manage class time to provide adequate warm up, development of skills,

creative exercises and conditioning for flexibility, strength and endurance for each class or lesson.

### Practice Safety

- Constantly monitor the rigging you use and alert NECCA riggers to any issues as soon as possible.
- Use appropriate mats and safety equipment.
- Follow procedures for student injuries, both when they happen and when the student is returning to training.
- Follow proper spotting and injury prevention techniques.
- Ensure that students train and perform with a high standard of health and safety at all times.
- Follow and ensure that students follow NECCA studio rules and all NECCA safety procedures.

### Communication and Administration

- Give feedback to program directors and supervisors in a timely manner.
- Communicate with NECCA administrative staff about scheduling, planning, etc. in a timely manner.
- Report any rigging or safety concerns to NECCA directors or riggers in a timely manner.
- Support registration policies and procedures.
- Follow all guidelines in the staff handbook.

### Community

- Be positive and promote an inclusive, encouraging environment.
- Share the space and clean up after each class.
- Inspire confidence in your students by being an encouraging role model.
- Be informed about other classes and events to guide your students to be a part in any NECCA class, performance or program that is right for them.
- Help foster a positive and welcoming environment for all of NECCA, not just your own classes.

### **Skills and Experience**

- A working knowledge of fitness, injury, sports psychology, nutrition and sports science as appropriate for the level you are working with.
- A mastery of the material you are coaching.
- High legal and ethical standards in relation to issues of child and student

safeguarding and health and safety requirements.

- Strong communication skills.
- A sense of humor, grace under pressure, and energy and enthusiasm for challenges.

**NOTE on Private Lessons:** All Coaches are eligible to coach private lessons, upon approval by discipline specialists and/or Director of Programming.

- All coaches who coach private lessons, as scheduled by the Private Lesson Scheduler and held at NECCA (or other NECCA designated space or NECCA online platform), will be compensated an additional \$5 over their current coaching rate.
- In-person Private lessons must be scheduled with an additional NECCA staff member present for safety purposes.

### **Working Conditions**

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Work Environment is dynamic, creative and holds calculated risks for coaches and students alike, but with an attention to personal and physical safety.
- This position requires a combination of standing for long periods, moving around on a variety of surfaces, kneeling, rolling, bending, stretching, turning, twisting, sitting and lying down during the course of executing the responsibilities above.
- This position has an irregular schedule based on class and lesson demand and program scheduling for sessions, workshops, lessons, classes, events, and partnership and media opportunities.

New England Center for Circus Arts (NECCA) is an Equal Opportunity Employer and does not discriminate based on race, gender/gender identity, ethnicity, color, religion, sex (including pregnancy), sexual orientation, national origin, age, or physical ability.

Staff Signature \_\_\_\_\_

ED/HR Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_