



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Weight Room Coordinator

Employee Group: Teacher - Co-Curricular

Assignment Length: School year

FLSA: Exempt

Supervisory Responsibilities: Assistant Weight Room Coordinator

Reports to: Athletic Director

Qualifications:

1. Bachelor's Degree in Kinesiology, Physical Education or related field
2. Proficiency in oral and written communication skills
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment
4. Certification as a Strength and Conditioning Coach, Registered Strength and Conditioning Coach or Personal Trainer

Preferred experience:

School-aged athletic performance training

Position Summary:

The Weight Room Coordinator will organize, schedule, manage and coach in-and-out of season WCSD student athletes in the weight room and related facilities. The coordinator will provide instruction, structure, and motivation to student athletes resulting in improvement of performance, competitiveness, and teamwork. The coordinator will collaborate with all stakeholders to advance the mission of the Waunakee Athletic Department and District.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Program Design and Implementation:

- Develop comprehensive strength and conditioning programs tailored to the needs and goals of various sports teams and individual athletes.
- Ensure programs align with the specific requirements of different sports seasons (off-season, pre-season, in-season) and individual athlete development plans.

2. Training Supervision:

- Oversee and supervise strength training sessions, ensuring proper technique, safety protocols, and progression of exercises.
- Provide hands-on instruction and correction to athletes to optimize performance and reduce injury risk.

3. Athlete Assessment and Monitoring:

- Conduct initial fitness assessments to determine baseline fitness levels and track progress over time.
- Monitor athlete performance metrics, such as strength gains, speed, agility, and endurance improvements.

4. Injury Prevention and Rehabilitation:

- Implement injury prevention strategies through proper warm-ups, cooldowns, mobility exercises, and corrective exercises.
- Collaborate with athletic trainers and medical staff to design rehabilitation programs for injured athletes, focusing on safe return-to-play protocols.

5. Equipment and Facility Management:

- Maintain and ensure the safety and functionality of strength training equipment and facilities.
- Coordinate equipment purchases, upgrades, and maintenance schedules within budgetary constraints.

6. Education and Communication:

- Educate athletes, coaches, and staff on proper strength training techniques, nutrition, hydration, and recovery strategies.
- Communicate effectively with coaches to align strength and conditioning programs with sport-specific goals and timelines.

7. Program Evaluation and Adjustment:

- Regularly evaluate the effectiveness of strength and conditioning programs through performance metrics and athlete feedback.
- Adjust training programs based on evaluation results, individual athlete progress, and changing sport season requirements.

8. Compliance and Safety:

- Ensure compliance with school district policies, state regulations, and national guidelines related to strength training and athletic conditioning.
- Maintain a safe training environment by enforcing safety protocols and emergency procedures.

9. Professional Development:

- Stay current with advancements in strength and conditioning research, techniques, and certifications.
- Pursue continuing education opportunities and certifications (e.g., CSCS, NSCA-CPT) to enhance professional knowledge and skills.

10. Administrative Responsibilities:

- Manage administrative tasks such as scheduling training sessions to allow for equitable access, maintaining athlete records, and preparing budgets for equipment and program expenses.
- Collaborate with school administrators, athletic directors, and coaches to support overall athletic department goals and priorities.

Other Functions

The Weight Room Coordinator will:

- Perform all other duties as assigned by the high school athletic director.
- Follow district policies and promote a positive image of the District at all times.
- Properly handle confidential matters relating to students, student records, parents/guardians, and staff.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

- Understanding of anatomy, physiology, biomechanics, and exercise physiology relevant to strength training and conditioning.
- Knowledge of the physical demands and conditioning requirements of various high school sports.
- Knowledge of common sports injuries, injury prevention strategies, and basic rehabilitation protocols.
- Familiarity with different types of strength training equipment, including proper use, maintenance, and safety considerations.
- Knowledge of periodization principles and how to apply them to develop season-specific training programs.
- Ability to create comprehensive strength and conditioning programs tailored to individual athletes and team needs.
- Skill in teaching proper exercise techniques, form, and mechanics to athletes of varying skill levels.
- Skill in monitoring athlete progress, adjusting programs based on assessment data, and evaluating program effectiveness.
- Effective verbal and written communication skills to convey training plans, instructions, and progress updates to athletes, coaches, and administrators.
- Capacity to work collaboratively with coaches, athletic trainers, medical staff, and administrators to support athlete development and safety.
- Capacity to identify challenges in training programs or athlete performance and develop effective solutions.
- Ability to understand and empathize with athletes' needs, emotions, and challenges related to training and competition.
- Ability to work effectively with athletes from diverse backgrounds, respecting cultural differences and promoting inclusivity.

- Ability to inspire and motivate athletes to achieve their performance goals while fostering a positive training environment.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, running, sitting, standing, bending, turning, lifting, carrying, and reaching. Consistent lifting and movement of heavy equipment and demonstration exercises and drills. Ability to stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Excellent vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close and far vision.

Work Environment

This job is performed indoors and outdoors in public spaces, gymnasiums and exercise rooms. The noise level in the work environment is low to moderate, but can be disrupting at times. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: July 2024