



BRCA Programs Coordinator Job Description

Apply by December 16, 2018

E-mail a cover letter and resume to programs@brcacalgary.org

This is a Term Position but with an opportunity for annual renewal, Part time hours, a flexible schedule, and to start at the beginning of January 2018.

Purpose:

Reporting to the Bridgeland Riverside Community Association Board of Directors, the BRCA Programs Coordinator plays an integral role in the operation of the BRCA Farmers Market and the BRCA Soccer Program. The position entails day-to-day operations of the farmers market and spring soccer program. The programs coordinator will work closely with the Farmers Market Committee to ensure the farmers market meets its goals and is a gathering place for the community, where fresh, local food is made available and people can come to shop, eat and connect with friends and neighbours. This position will also be accountable for administering the BRCA Soccer Program and responsible for the smooth execution of the soccer program that runs during the months of May and June.

Primary Responsibilities: Farmers Market

The BRCA Farmers Market runs a monthly Winter Market (Jan – May), a weekly summer market (June – Oct) and a Holiday Market in November. The candidate will oversee all markets, working alongside the volunteer Farmers Market Committee, with responsibilities that include but are not limited to:

- 1) Vendor Recruitment, Selection and Retention
 - Maintain a database of vendor application forms, confirmed vendors, and weekly schedule. Work with the Committee to select vendors. Also manage application forms, market rules, online payment, and an “80/20” market mix. Hold a vendor information session and be the vendor liaison throughout the season for all inquiries.
- 2) Communications and Market Promotion
 - Develop and implement a marketing plan including print media, signage, advertising, social media, media inquiries and communications within the community. Represent the market and communicate respectfully with all stakeholders. Attend planning meetings with the committee.
- 3) Market Set-Up and Take Down
 - Arrive early to assist with market equipment set up, volunteer supervision, greet vendors and be visible and accessible throughout the market to vendors and customers. At the end of the market, ensure tear down of equipment and that vendors are packing up and cleaning up.

- 4) Manage three special event markets throughout the summer, including music, kids' activities, and extra promotion.
- 5) Oversee budget
 - Ensure vendor payments are collected and recorded and the market stays on budget. Submit expense reports and track overall budget.

Soccer Program

The Soccer Coordinator is responsible for the efficient and effective management, organization, and coordination of the BRCA U-4 to U-10 soccer program, held at Murdoch Park and Tyndale Park on weeknights during May and June, and elsewhere in collaboration with other inner-city soccer programs at other fields. These duties include:

- a) Organize and maintain a database of volunteers and teams;
- b) Coordinate soccer registration, including marketing and online registration;
- c) Allocate players on teams;
- d) Secure coaches, assistant coaches, managers, and equipment manager from a roster of participating parent volunteers;
- e) Oversee parent volunteer sign-up and communication;
- f) Organize a coaches meeting and coordinate a coach training session;
- g) Organize an equipment prep and handout day, and a uniform prep and handout day, utilizing parent volunteers;
- h) Liaise with other inner-city soccer programs for U-8 and U-10 teams;
- i) Assess field conditions and implement necessary cancellations due to weather (in collaboration with the league);
- j) Adhere to the program budget;
- k) Review and report on the soccer equipment inventory;
- l) Distribute and collect uniforms if not purchased by the participants;
- m) Provide biweekly reports to the Hall Manager (mid month and end of month);
- n) Organize team photos; and
- o) Organize a wrap-up event for late June.

Skills and Qualifications

- Excellent time management and organizational skills
- Hours vary throughout the year with peak times in April, May and June. Candidate must be flexible with hours and availability throughout the year.
- Able to communicate well, both in writing and orally with a variety of stakeholders, in a variety of situations.
- Excellent conflict management skills, strong leadership, and volunteer management experience.
- Ability to manage a database, including MS Excel and GoogleDrive.
- Some marketing experience an asset, including social media.
- Previous experience as a farmers market manager or soccer coordinator would be a definite asset. As well as some knowledge of food safety/regulations. And knowledge/interest in the game of soccer (soccer expertise not required).

- Physical requirements: Able to set up and move tables or tents as needed. Able to walk the market during market hours.
- Must be present before, during, and after all markets (Winter, Summer and Holiday)
- Must be present on site for key organizational soccer events (coaches meeting, photo day, etc).
- Hourly salary of \$22.50 hr.

Farmers Market and Soccer Monthly Hours (sample breakdown):

Month	Maximum Soccer Hours	Maximum Farmers Market Hrs	Maximum Hours per Month	Responsibilities (not limited to)
January	10	15	25	<ul style="list-style-type: none"> • Advertise soccer program, set up season organization • Monthly winter market (7 hrs on market day)
February	10	15	25	<ul style="list-style-type: none"> • Same as Jan
March	40	15	55	<ul style="list-style-type: none"> • Registration for soccer closes, set up teams and schedules, training for coaches • Monthly winter market, planning for summer market
April	40	80	120	<ul style="list-style-type: none"> • Confirm teams, prepare for season (equipment, uniforms, etc.) • Monthly winter market, planning for summer market
May	50	80	130	<ul style="list-style-type: none"> • Season starts, administration of weekly soccer games • Weekly summer markets (8 hrs on market day)
June	50	70	120	<ul style="list-style-type: none"> • Administer schedule of weekly soccer games, end of season, wrap up party • Launch market and weekly summer market
July	0	70	70	<ul style="list-style-type: none"> • Weekly summer market
August	0	70	70	<ul style="list-style-type: none"> • Weekly summer market, special event market
September	0	70	70	<ul style="list-style-type: none"> • Weekly summer market
October	0	70	70	<ul style="list-style-type: none"> • Weekly summer market, special event market
November	0	30	30	<ul style="list-style-type: none"> • Planning and execute holiday market
December	0	15	15	<ul style="list-style-type: none"> • Planning for winter market
TOTAL	200	600	800	

Please note: weekly hours may be flexible based on planning and peak seasons and therefore workload.

Notes:

- Applicants for this position must be capable of working without close supervision. For both the market component and the soccer component. However, systems of administration already exist for both programs and will be communicated to the successful applicant; the position will be well supported but is self-starting.
- The BRCA is an equal opportunity employer and welcomes all qualified applicants to apply. It is our aim to have a workplace which reflects the diversity of our community.
- Two professional references will be requested for each short-listed candidate.
- Education requirements for this position will be verified by a third party.

Type of Employment:

This is a term position with a realistic opportunity for annual renewal by the BRCA Board of Directors. We expect that the period of employment will commence in January 2019 and end on December 2019.