

BRCA Soccer Coordinator Job Description

Apply by December 3, 2019

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

This is a Term Position but with an opportunity for annual renewal.

Part time hours, a flexible schedule, to start at the beginning of January 2020.

Purpose: Reporting to the Bridgeland Riverside Community Association Board of Directors, the Soccer Coordinator plays an integral role in the operation of the BRCA Programs.

Soccer Coordinator

The soccer coordinator position will 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.

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) Oversee budget and adherence throughout the season;
- d) Update website through the season with announcements and/or cancellations;
- e) Allocate players on teams;
- f) Secure coaches, assistant coaches, managers, and equipment manager from a roster of participating parent volunteers;
- g) Secure referees for U10 and U13 home games;
- h) Oversee parent volunteer sign-up and communication;
- i) Organize a coaches meeting and coordinate a coach training session;
- j) Organize an equipment prep and handout day, and a uniform prep and handout day, utilizing parent volunteers;
- k) Liaise with other inner-city soccer programs for U-8 and U-10 teams;
- l) Assess field conditions and implement necessary cancellations due to weather (in collaboration with the league);
- m) Adhere to the program budget;
- n) Review and report on the soccer equipment inventory;
- o) Distribute and collect uniforms if not purchased by the participants;
- p) Provide biweekly reports to the BRCA as needed;
- q) Organize team photos;
- r) Organize a wrap-up event for late June; and
- s) Submit final report to Board and develop budget for the next year.

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 theyear.
- 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.
- Previous experience as a soccer coordinator would be a definite asset. As well as some knowledge/interest in the game of soccer (soccer expertise not required).
- Must be present on site for key organizational soccer events (coaches meeting, photo day, etc).
- Hourly salary of \$22.50 hr.

Soccer Coordinator Monthly Breakdown		
Month	Soccer Coordinator Hours	Responsibilities
January	15	Advertise soccer program. Set up season organization
February	15	Soccer registration begins. Continue organizing for season.
March	40	Registration closes, set up teams and schedules, recruit volunteer coaches and other positions, train coaches
April	40	Confirm teams, prepare for season (equipment, uniforms, etc).
May	50	Season starts, administration of weekly soccer games. Plan photo day.
June	50	Administer schedule of weekly soccer games, end of season, wrap up party
July	15	Wrap up of soccer season and final report.
August	0	
September	0	
October	0	
November	0	
December	5	Advertise soccer program
Total	230	

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 2020 and end on December 2020.