



## **BRCA Soccer Coordinator Job Description - 2022**

**Apply by December 10, 2021, by e-mailing a cover letter and resume to [hall@brcacalgary.org](mailto:hall@brcacalgary.org). This is a term position with the opportunity for annual renewal, part time hours, a flexible schedule, and to start at the beginning of January 2022.**

### **Purpose:**

Reporting to the Bridgeland Riverside Community Association (BRCA) Board of Directors, the Soccer Coordinator plays an integral role in the operation of the BRCA Soccer Program.

### **Soccer Coordinator Role:**

The primary responsibilities of the coordinator role is the administration of the BRCA Soccer Program and 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-13 soccer programs, held at Murdoch Park and Delta West Academy field on weeknights, 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 to teams;
- f) Secure coaches, assistant coaches, managers, and equipment manager from a roster of participating parent volunteers;
- g) Secure referees for U-8, U-10 and U-13 home games;
- h) Ensure all Provincial and Municipal COVID restrictions and regulations are communicated, implemented and maintained;
- i) Oversee parent volunteer sign-up and communication;
- j) Organize a coaches meeting and coordinate a coach training session;
- k) Organize an equipment prep and handout day, and a uniform prep and handout day, utilizing parent volunteers;
- l) Liaise with other inner-city soccer programs for U-8, U-10 and U-13 teams;
- m) Assess field conditions and implement necessary cancellations due to weather (in collaboration with the league);



- n) Adhere to the program budget;
- o) Review and report on the soccer equipment inventory;
- p) Distribute and collect uniforms if not purchased by the participants;
- q) Provide biweekly reports to the BRCA as needed;
- r) Organize team photos;
- s) Organize a wrap-up event for late June; and
- t) Submit final report to Board and develop budget for the next year.
- u) Work with BRCA General Manager to ensure field permits are booked at beginning of season.

**Skills and Qualifications**

- Strong time management and organizational skills.
- Proven communication skills, in writing and orally.
- Excellent conflict management skills, strong leadership, and volunteer management experience.
- Ability to manage a database, including MS Excel.
- Previous experience as a soccer coordinator and knowledge/interest in soccer are considered an asset (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.

<b>Soccer Coordinator Monthly Breakdown*</b>		
<b>Month</b>	<b>Soccer Coordinator Hours</b>	<b>Responsibilities</b>
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.
<b>Total</b>	<b>225</b>	

\*Note: weekly hours may be flexible based on planning and peak seasons and therefore workload as well.



**Notes:**

- Applicants for this position must be capable of working without close supervision. However, systems of administration already exist 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.

**Type of Employment:**

This is a term position with a significant opportunity for annual renewal. We expect that the period of employment will commence in January 2022 and end in July 2022.