



BRCA Soccer Coordinator Job Description  
January 6, 2025

**Purpose:**

The Soccer Coordinator position entails day-to-day operations of the Bridgeland Riverside Community Youth Soccer Program. The Soccer Coordinator will work closely with, and report to, the Bridgeland Riverside Community Association (BRCA) Programs Director. The Soccer Coordinator plays an integral role in the operation of the BRCA Soccer Program.

The Bridgeland Riverside Community Youth Soccer Program has been around for many years and serves as a local community recreational league for youth in Bridgeland and surrounding areas. The program runs U4 – U13 age groups and is run by parent volunteer coaches.

**Soccer Coordinator Role:**

The primary responsibility of the coordinator is the administration of the BRCA Soccer Program and for the smooth execution of the soccer program that runs from the end 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) Coordinate soccer registration, including marketing and online registration;
- b) Oversee budget and adherence throughout the season;
- c) Organize and maintain a database players;
- d) Organize and maintain a database of parent volunteers;
- e) Allocate players to teams;
- f) Secure coaches, assistant coaches, managers, and equipment manager from a roster of participating parent volunteers;
- g) Work with ICHL for inter-community program and games for U8, U10 and U13 teams
- h) Secure referees for U-8, U-10 and U-13 home games;

- i) Communicate to parents throughout the season with announcements and/or cancellations;
- j) Oversee parent volunteer sign-up and communication;
- k) Organize a coaches meeting and coordinate a coach training session;
- l) Organize an equipment prep and handout day, utilizing parent volunteers;
- m) Organize a uniform prep and handout day, utilizing parent volunteers;
- n) Assess field conditions and implement necessary cancellations due to weather (in collaboration with the league);
- o) Adhere to the program budget;
- p) Review and report on the soccer equipment inventory;
- q) Organize team photos;
- r) Organize a wrap-up event for late June;
- s) Submit final report to Board and develop budget for the next year.
- t) 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 and googledrive.
- 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 (first week of practices, coaches meeting, photo day, etc.).
- Hourly wage of \$24/hr.

<b>Soccer Coordinator Monthly Breakdown*</b>		
<b>Month</b>	<b>Soccer Coordinator Hours</b>	<b>Responsibilities</b>
February	15	Advertise soccer program. Set up season organization. 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>210</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 independently. 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.

**Apply by January 18, 2025, by e-mailing a cover letter and resume to [programs@brcacalgary.org](mailto:programs@brcacalgary.org). This is a term position with the opportunity for annual renewal, part time hours, a flexible schedule, and to start in January 2025.**