



## **Program Coordinator (Full-Time – Summer)**

### **Job Description**

Duties, roles and responsibilities for this position include the following;

#### Summer Program(s), Tournament Hosting & Staff Coordination

- Collaborate with the Administrative Coordinator in completing tasks required.
- Technical Program design for House League and delivery in consultation with the Technical Director.
- Collaborate with Administrative Coordinator in program implementation ex: developing and implementing Summer Club Camp curriculums - Assist with Staff & Volunteer Orientation, Training and Mentorship
- Group Lead in providing direction to staff/volunteers and hands on support during session delivery and tournament hosting events.

#### House League

- Assignment of Players to Teams (e.g. accounting for Team Requests);
- Assist with inventory of House League jerseys/uniforms;
- Support the distribution of players' jerseys/uniforms (during Jersey Days).
- Support the distribution of summer staff/volunteer apparel.
- Support the implementation of the house league program.

#### House League Equipment Maintenance

- Daily Inventory and restocking of equipment packs as needed.
- Ensure necessary coaches equipment are available.
- Oversee processes of set up and tear down of soccer activities and equipment storage.

#### Program Health & Safety

- Ensuring staff adherence to Site Safety Protocols, such as Goal Post Safety, and identifying incidents of non-conformity.
- Inventory and management of Safety Equipment (First Aid Packs).
- Ensure House League Emergency Action Plans are up to date (including players contact information).
- Identify and address safety issues as needed with House League participants (e.g., Goal Safety - players hanging off nets/equipment, staff moving goals, car parks and traffic control). Ensuring Accident / Incident Report Forms are completed as needed.

- Ensure Rule of Two and Club policies and procedures are adhered to.

#### Facilities, Site Security and Logistics

- Adhere to, monitor and report issues to supervisor regarding fields, facilities (e.g., buildings, bleachers, roads and parking), maintenance and / or safety concerns.
- Coordination of Site and Building Safety and Security (e.g., Locks and Alarms)? .
- Responsible for ensuring the site is secured each night (e.g., Building Doors Locked and alarms set, Field Gates and Storage Container padlocked, and confirmed to supervisor before departure.

#### Other Duties

- Other related duties as required.
- Meet with Supervisor weekly to provide feedback on program execution.
- Field Marshall and/or Head Marshall as and when scheduled.

#### **Eligibility Requirements**

- Essential Criteria:
  - High School Diploma or Equivalent
  - Valid Standard First Aid Certificate
  - Clear Certificate of Conduct / Vulnerable Sector check.
  - Active Start and Fundamentals Coaching Certification
  - Safe Sport Certification
  - Excellent organizational and written and oral communication skills
  - Are are a Canadian citizen, a permanent or a temporary resident of Canada or have a valid Canadian work permit.
- Asset Criteria
  - Proficient Skills and Experience in Microsoft Office an asset.
  - Experience in developing and implementing seasonal and lesson plans, including developing learning progressions for skill development would be an asset.
  - Experience instructing soccer to youth ages U3 to U18 years of age would be an asset
  - Soccer referee certification (Small sided/Entry Level)

If you meet the qualifications and have a passion for soccer and youth development, we encourage you to apply for this temporary Program Coordinator position with the PCSP Minor Soccer Association. We offer a dynamic and supportive work environment where you can make a positive impact on the community through sports.