



# FDSA Summer Staff Positions

## Qualifications/Requirements:

- Must currently be a Full-time student, returning full-time in the fall OR 30 yrs of age or younger, legally eligible to work in Canada
- Ability to oversee programs, tournaments and /or special events
- Experience in customer service with strong interpersonal and communication skills and demonstrated professionalism
- Trustworthy, with the ability to work with no immediate supervision
- Excellent working knowledge of Adobe & Microsoft Office suite of products and other popular software platforms
- Soccer playing experience required (Program Coordinators)
  - Canada Soccer Coaching courses an asset - C License preferred
- Candidates MUST have their own vehicle/transportation, as required daily for these position

## Administrative Assistant

- Front Office Responsibilities
  - Answer Phones
  - Greet people as they arrive
  - Triage customer needs
  - Keep office presentable and welcoming
- Program Admin Responsibilities
  - Managing Registrations
  - Support referee assignments and availability – Ensure all games are covered
  - Manage general program inquiries – email and phone
    - Weather
    - Schedules
    - Age requirements
    - Program costs and registration process
  - General Club Communication
  - Management of Master Schedule – Keeping up to date list of reschedules etc.
- Website/Social Media
  - Regular Updating of Website
    - News
    - Weather
    - Schedules and Results

- Social Media Plan – Send social media priorities to staff each week
- Merchandise – Dealing with regular merchandise inquiries, and assisting with the sorting of merch for pick up, by teams/individuals.

Hours: ~40 hours/week; Hours will fluctuate however primarily 8:30pm-4:30pm (Mon-Fri) and variable Sat, Sun.

## Micro Soccer Coordinator

- Front Office Responsibilities
  - Answer phone and respond to emails as needed in office
  - Assist in maintaining a clean and welcoming office environment
  - Greeting people as they arrive
- Program Admin Responsibilities
  - Frontline communication with players and parents in Micro Program
  - Assisting with program registration
  - Recruit and assign volunteer coaches to Micro Teams
  - Assign lists of players to teams – keep accurate list of teams
  - Assist with decisions regarding number of teams and league composition
  - Develop, maintain and communicate league schedules
- Technical Program Responsibilities
  - Oversee technical staff coaches for Micro Program, including tracking attendance
  - Oversee implementation of POD program across Micro Program
  - Work with Site Leaders and POD leaders to implement POD training structure
  - Monitor training being done at each POD and provide POD staff with feedback on the sessions
  - Monitor Technical Staff and provide regular feedback to help them remain effective
  - Build relationship with POD leaders, station coaches, and parents in Micro Program, gather formal and informal feedback to help improve programs.
- Jamboree Manager – responsibilities
  - Creating communication plan for jamboree
  - Creating and communicating concept for jamboree improvements – with board and staff
  - Development of jamboree manual
  - Develop Jamboree budget – based on FDSA Budget
  - Develop Jamboree Schedules

Hours: ~40 hours/week; Hours will fluctuate however primarily 12pm-8pm (Mon-Thurs) and variable Fri, Sat, Sun.

## Mini Soccer Coordinator

- Front Office Responsibilities
  - Answer phone and respond to emails as needed in office
  - Assist in maintaining a clean and welcoming office environment
  - Greeting people as they arrive

- Program Admin Responsibilities
  - Frontline communication with players and parents in Mini Program
  - Assisting with program registration
  - Recruit and assign volunteer coaches to Mini Teams
  - Assign lists of players to teams – keep accurate list of teams
  - Assist with decisions regarding number of teams and league composition
  - Develop, maintain and communicate league schedules
- Technical Program Responsibilities
  - Oversee technical staff coaches for Mini Program, including tracking attendance
  - Oversee implementation of Club Curriculum from team coaches
  - Work with Technical Team to deliver regular technical sessions
  - Monitor training being done by each team coach
  - Monitor Technical Staff and provide regular feedback to help them remain effective
  - Build relationship coaches, helpers, and parents in Micro Program, gather formal and informal feedback to help improve programs.
  - Identify promising coaches and promote coaching education, and pathway.
  - Identify promising players, and promote development programs to these players specifically
  - Provide list of promising coaches and players to Club Head Coach for follow up
- Manage Newsletter and Social Media
  - Oversee development of weekly newsletter
    - Creating content
    - Finding important information to be included in newsletter
    - Work with program directors, staff and other members to identify stories worth sharing
    - Including player or the week, etc.
  - Social Media
    - Develop social media post list for each week, include key messages
    - Assign social media posts to staff members, board members and volunteers
    - Monitor social media from other teams and club members to pick up and promote club

Hours: ~40 hours/week; Hours will fluctuate however primarily 12pm-8pm (Mon-Thurs) and variable Fri, Sat, Sun.

## Youth Soccer Coordinator

- Front Office Responsibilities
  - Answer phone and respond to emails as needed in office
  - Assist in maintaining a clean and welcoming office environment
  - Greeting people as they arrive
- Program Admin Responsibilities
  - Frontline communication with players and parents in Youth Program
  - Assisting with program registration
  - Recruit and assign volunteer coaches to Youth Teams

- Assign lists of players to teams – keep accurate list of teams
- Assist with decisions regarding number of teams and league composition
- Develop, maintain and communicate league schedules
- Technical Program Responsibilities
  - Oversee technical staff coaches for Youth Program, including tracking attendance
  - Oversee implementation of Club Curriculum from team coaches
  - Work with Technical Team to deliver regular technical sessions
  - Monitor training being done by each team coach
  - Monitor Technical Staff and provide regular feedback to help them remain effective
  - Build relationship coaches, helpers, and parents in Youth Program, gather formal and informal feedback to help improve programs.
  - Identify promising coaches and promote coaching education, and pathway.
  - Identify promising players, and promote development programs to these players specifically
  - Provide list of promising coaches and players to Club Head Coach for follow up
- Manage Volunteer Appreciation Event
  - Promote event to volunteers
  - Organize activities for the event
  - Work with host venue to prepare for event
  - Organize volunteer responsibilities and tasks for the event
  - Develop budget for the event

Hours: ~40 hours/week; Hours will fluctuate however primarily 12pm-8pm (Mon-Thurs) and variable Fri, Sat, Sun.

## Competitive Soccer Coordinator

- Front Office Responsibilities
  - Answer phone and respond to emails as needed in office
  - Assist in maintaining a clean and welcoming office environment
  - Greeting people as they arrive
- Program Admin Responsibilities
  - Frontline communication with players and parents in Competitive Program
  - Assisting with program registration
  - Recruit and assign volunteer coaches to Youth Teams
  - Assign lists of players to teams – keep accurate list of teams
  - Assist with decisions regarding number of teams and league composition
  - Develop, maintain and communicate league schedules
- On field Program responsibilities
  - Assist coaches and managers in scheduling, and setting up exhibition games, tournaments etc.
  - Oversee Foundations Program
    - Selection Process
    - Notification
    - Planning of tournament

- Program communication
- Reporting team results and activities
- Assist with Pre-Season May Camp
- Manage Soccer Day
  - Develop Budget
  - Schedule and organize volunteers
  - Promote Soccer Day to programs across the club
  - Promote soccer day through media sources
  - Design and implement events for Mini and Youth players during soccer day

Hours: ~40 hours/week; Hours will fluctuate however primarily 12pm-8pm (Mon-Thurs) and variable Fri, Sat, Sun.

**To Apply:** Submit a cover letter and current resume via EMAIL to [dvandenheuvel@fdsa.org](mailto:dvandenheuvel@fdsa.org) by Feb 26<sup>th</sup>, 2021.