



## **JOB DESCRIPTION**

**JOB TITLE: Soccer Program Coordinator**

**PAY: \$20.00 - \$22.00 hourly**

**STATUS: Temporary (June 22 thru August 30)**

**4 Part-time Employees**

**SCHEDULE: 8:00 an to 3:00 pm Mon-Fri.**

### **GENERAL FUNCTION:**

Chicano Federation, in partnership with San Diego Wave Futbol Club, will offer a summer soccer program to students in the San Diego Unified School District at the Chula Vista Olympic Training Center. The Soccer Program Site Coordinators will report directly to the Chicano Federation Director of Engagement and Impact and is responsible for the delivery of all operations, coordination, engagement and safety of the children and program effectiveness.

### **ESSENTIAL FUNCTIONS:**

- 2+ years of experience overseeing a similar program.
- Management experience including monitoring subcontracting coaches, program development and implementation and overall administration of data collection.
- Ability to deliver well-organized documentation as needed for program operations.
- Familiarity with soccer training and instructional techniques.
- Excellent teaching, management and supervisory skills.
- Strong commitment to youth and their development.
- Ability to work collaboratively with Chicano Federation's community partners.
- Strong written and verbal communication skills.
- Able to attend evening and weekend soccer games with camp participants when needed.
- Other duties as assigned.

### **REQUIREMENTS:**

- CPR certification
- Valid driver's license with ability to drive to various locations
- Proper vehicle insurance

### **EDUCATION:**

A bachelor's degree preferred or an equivalent combination of education and experience.

### **OPERATING RESPONSIBILITY:**

Must interact with agency employees at all levels and community partners in a professional manner. Effective decision making required, as well as, the ability to handle multiple tasks and responsibilities.

### **WORKING CONDITIONS:**

Will work in an office environment in addition to outdoors at SDUSD Sites. Some travel required between offices at Chicano Federation and program sites.