

Soccer Coordinator

Role:

Organize and coordinate community soccer in cooperation with the citywide sports organization. This position usually requires at least two people to administer. Each Director in a shared position has voting power.

Responsibilities:

1. Handle registrations, recruit coaches for teams, and develop team lists. Arrange player evaluation for coached to determine teams.
2. Arrange practice times at public schools in consultation with Indoor Coordinator and the appropriate school personnel.
3. Ensure that all details regarding times, dates and location have been established. Register teams with Saskatoon Youth Soccer Incorporated (SYS).
4. Distribute schedules and equipment to coaches.
5. Organize and coordinate league in conjunction with other Community Associations
6. Maintain annual inventory of Association equipment and uniforms, in conjunction with Equipment Director.
7. Coordinate with coaches the collection and return of uniform deposit.
8. Prepare and submit annual budget to the Finance Committee. Purchase equipment as approved in the budget.
9. Prepare written year-end report for presentation to the Executive.
10. Provide a copy of all team lists, including coaches, assistant coaches and helpers to the Membership Director upon request.
11. Set up a hall monitoring schedule for each program for parents to supervise during their child's activity.

Time Commitment: Seasonal - Intense

- Term of office is two years.
- Monthly Executive meetings.
- Assist at registration nights.

Skills Preferred: Organization Diplomacy
 Scheduling Commitment