



## SOCCER COORDINATOR

DEPARTMENT: PARKS & RECREATION  
GRADE 16

### CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Athletics Coordinator, the incumbent is responsible for organizing, directing, and coordinating a youth soccer program. Supervision is received from a superior who reviews work in progress and upon completion for satisfactory performance of assigned responsibilities.

### EXAMPLES OF ESSENTIALS FUNCTIONS:

1. Answers inquiries by phone and in person: provides information relating to soccer program.
2. Ensures equipment is safe and in working condition.
3. Implements youth soccer programs, clinics, etc.
4. Responsible for the welfare, health, and safety of participants in the soccer program.
5. Assists in the preparation of soccer budget.
6. Assists with supervision of the soccer fields.
7. Assists with general housekeeping tasks.
8. Maintains professional attitude at all times.
9. Treats all children and parents with dignity and respect.
10. Attends all staff meetings and recommended training programs and conferences.
11. Assists with Special Events and activities.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are logical assignments to the position.

## **REQUIREMENTS:**

### **A. Training and Experience:**

High School or equivalent. Prior recreation experience preferred.

### **B. Knowledge, Abilities and Skills:**

Knowledge of rules, regulations policies, and other requirements relating to youth soccer.

Ability to establish and maintain effective working relationships with volunteers, general public and co-workers.

Ability to understand and carry out oral and written instructions.

### **C. Physical Requirements: 2**

### **D. Environmental Requirements: 2**

### **E. Sensory Requirements: 6,8**