

Casper Soccer Club is seeking a Recreational Soccer Coordinator

Position Description: This part-time, seasonal position serves as the Casper Soccer Club's recreational soccer coordinator for the club's age 4U – 15U spring 2018 season.

Statement: The Casper Soccer Club seeks a part-time employee to serve as the overall coordinator for the recreational soccer season that begins April 4, 2018 and runs until June 5, 2018 (weather dependent). This position will run from March 1, 2018 to June 15, 2018. An opportunity to serve in this position during the fall 2018 also exists.

Requirements:

- Recruit and place volunteer coaches for the 4U – 15U recreational teams.
- Provide basic recreational coach education and guidance appropriate for each age group, including, but not limited to, basic directions, simple coaching points, and basic drills/training.
- Be available on-site during recreational games.
- Coordinate and serve as the primary point of contact for recreational program members and families.
- Execute the club's standardized training program by age division.
- Support the club's executive director with administration duties relating to recreational coaching staff (including, but not limited to, background checks, concussion protocol, and team placement).
- Coordinate with club's executive director for all field and equipment requirements.
- Supports the vision and mission of the Casper Soccer Club.

Knowledge/Skills/Abilities:

- Soccer experience preferred.
- Program coordination experience preferred.
- Excellent oral and written communication skills with an ability to communicate well with both parents and players.
- Flexible, adaptable, personable, and self-directed.

Reports to:

- Casper Soccer Club Executive Director.
- Coordinates and collaborates with the Casper Soccer Club Director of Coaching and supports programmatic coaching initiatives.

Salary, Benefits, Hours and Overtime:

This is a part-time, exempt position requiring approximately 20 hours per week. Seasonal requirements are Monday, Tuesday, and Thursday 4-8 p.m. for the spring 2018 recreational soccer season. Duties begin March 1, 2018 and conclude June 15, 2018. Twelve weekly on-site hours will be required with additional off-site, flexible hours. No overtime compensation is authorized. No benefits or vacation time is provided.

Compensation. Payment of three thousand five hundred and 00/100 dollars (\$3,500.00) payable in accordance with the Club's standard payroll schedule. Your salary may be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

Please provide a cover letter and resume with job history and references to

Casper Soccer Club, PO Box 2101, Casper, WY 82602 or email to bladesfc@caspersoccerclub.com