CALCASIEU SOCCER CLUB

TOPS (The Outreach Program for Soccer) Coordinator

General Job Description:

Organize and oversee the club's soccer program for children with a disability.

Duties include:

- Coordinate with Executive Director to organize and oversee the smooth running of the TOPS fall & spring programs.
- Help recruit and coordinate volunteer and paid coaching positions.
- Hold a pre-season coaches meeting and provide weekly activity reminders.
- Maintain a record of hours worked by coaches/volunteers.
- Hold a pre-season parent meeting and provide weekly activity reminders.
- Attend all weekly TOPS sessions and fulfil activity day responsibilities, including set up of activity stations, coach the sessions, put up equipment.
- Maintain a safe soccer environment for players and coaches.

Hours:

TOPS is in session 5 weeks during the fall (late September through late October) and 5 weeks during the spring (mid-March through mid-April). Activities days are to be confirmed but will require a 2 hour commitment each day. It will also be necessary to do coach/volunteer recruitment in advance of the season which can be done at the convenience of the coordinator.

Compensation:

A stipend of $500 will be paid for the season.

Desired Skills:

The TOPS Coordinator should have experience working with children preferably in a sporting or teaching environment with children with a disability. He/she should will be required to review TOPS video and reading materials and should have taken the online US Soccer F License or United Soccer Coaches Foundations of Coaching course or be willing to take them. Good communication and leadership skills will be necessary as well as a compassionate, energetic and patient personality that enjoys working with children.