



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YOUTH FUNDAMENTAL SOCCER LEAD JOB DESCRIPTION**

Job Title: **Youth Fundamental Soccer Lead**

Reports to: Youth & Family Director

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### **POSITION SUMMARY:**

Develops, organizes and implements high quality youth fundamental soccer program.

### **ESSENTIAL FUNCTIONS:**

1. Directs and supervises youth soccer program activities to meet YMCA objectives. Advocate for youth sports programming within the community in accordance with strategic and operating plans.
2. Takes care of all aspects of Co-Ed Fundamental Soccer Program. This includes, but is not limited to:
  - i. Secures, schedules, and prepares and dismantle athletic fields and facilities.
  - ii. Transports and sets up equipment for games and practices
  - iii. Monitors and purchases necessary sporting equipment as budget permits.
  - iv. Coordinate with teams and Y&F Director to secure team uniforms
  - v. Attends practices as needed to assist volunteer coaches
  - vi. Runs games for Fundamental Soccer
  - vii. Cares for questions and inquiries from participants, coaches, and guardians.
  - viii. Creates picture schedule and help distribute picture information to families; distribute photographs
  - ix. Organizes and conducts volunteer coaches training and fundamentals.
  - x. Runs and tends to parent and coach's communication throughout the season, which includes but is not limited to: sending out rosters, communicating schedule changes, answering questions, all via phone, text, and email.
  - xi. Develops and distributes team practice, picture schedules, and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.
  - xii. Secure volunteer coaches and works with Y&F Director to get all necessary volunteer information
3. Assists in the creating marketing and distribution of youth sports program information, may assist in organizing and scheduling program registration dates.
4. Develops and maintains collaborative relationships with community organizations.
5. Assists in YMCA fund raising activities and special events.
6. Responds to all member and community inquiries and complaints in timely manner.

7. Attends and assists with Youth Sports Leadership meetings.
8. Compiles program statistics and parent and coaches' surveys. Monitors and evaluates the effectiveness of and participation in program.

### **YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

*Collaboration:* Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Operational Effectiveness:* Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets.

Holds staff accountable for high-quality results using a formal process to measure progress.

*Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **QUALIFICATIONS:**

1. One to two years coaching and/or playing soccer.
2. Minimum age of 18.
3. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Athlete Protection.
4. Completion of YMCA program-specific certifications.

### **PHYSICAL DEMANDS**

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

### **COMPENSATION**

Seasonal/Program Wage: \$550.00 per season to be paid at season's end or wrap up of program.

Benefits: YMCA Adult Membership, Program Discounts