

African Canadian Soccer & Cultural Association

Africa United Spring-Summer Youth Program Positions & Requirements



Youth Program Coordinator:

The selected candidate will be selected by the Youth Program Manager and will report directly to the Program Manager. The Candidate will hold the position for two years from the date of appointment. The selected candidate will be expected to volunteer a minimum of 20 hours a month towards the youth program. There will be no remuneration for this position, however an honorarium will be provided to the candidate, which will be determined by the ACSCA Executive and Board Members. The program coordinator will be responsible for supporting all Africa United coaches, coordinating between teams and other organizations. A successful candidate will be highly organized, have coaching and training experience, a team-centered approach to working with others and possess a positive youth development framework. This position will be supervised by the Program Manager.

Duties and Responsibilities:

- The candidate must be passionate about expanding soccer to communities not traditionally exposed to the game
- The candidate will assist the program manager to create a program that will adhere to the guidelines and principles set out by BC Soccer.
- Will be responsible for the registration of players, for spring, summer leagues, exhibition games and tournaments
- Will work in conjunction with the Program Administrator to ensure all players are registered and have been issued training gear
- Form strategic alliances and partners with all private and corporate sponsors
- Will be responsible for the distribution of equipments and training gear to all coaches
- Confirm weekly and monthly schedule with program administrator and advise coaches of any changes
- Assist in the preparation of the annual program evaluation and reporting documents with the program administrator
- Will work closely with the Program Administrator in ensuring quality program delivery and will report to the Program Manager immediately if there is detection of any discrepancy that may pose potential disruption of the program.
- Partake in any disciplinary issues between players and coaches and determine if matter needs to be addressed further by the Program Manager
- Assist the Program Manager with the preparation of the Annual Youth Program Budget as well as assist with recruitment of coaches and assistant coaches

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- Assist other program personnel with general administration duties during registration and year-end events
- Relieve and assist coaches from all duties from time to time
- Promote and drive community group attendance to games, tournaments and other community events

Experience and Qualifications

- Experience directly managing, mentoring and motivating highly qualified, advanced coaching personnel
- Experience coaching both male and female understand the design of appropriate technical programs
- Team player, with an ability to build consensus and collaborate as part of an integrated multi-functional management team.
- Minimum 2 years of experience working/volunteering in community sports
- Sound knowledge of African Canadian Soccer and Cultural Association Code of Ethics
- Minimum 2 year post-secondary education, preferably in Marketing, Sport Administration, or a combination of related experience and education
- Highly organized, with the ability to constantly re-prioritize
- Project Management experience, particularly the ability to build timelines
- Advanced computer skills, including Office and online software
- High degree of familiarity with soccer and sport programs is necessary
- In good standing with British Columbia Soccer Association
- High competency in judgment, self control, integrity and conflict resolution skills
- Satisfactory Criminal Records Check and Vulnerable Sector Screening required
- Minimum BC Soccer coaches certification "Soccer for Life", or willingness to obtain certificate
- Willingness to become a member of ACSCA and to adhere to ACSCA Constitution and Code of Ethics
- Ability to communicate in both written and oral communication
- Valid class 5 Driver's License is required
- Eligible to work in Canada

Interested applicants please forward your resume to info@acsca.net and to secretary@acsca.net