Dakota Soccer Club, Recreational Soccer Coordinator

**Position Overview**

Dakota Soccer Club is seeking a dynamic and enthusiastic individual to fill the part-time role of Recreational Soccer Coordinator. This position is responsible for organizing and managing recreational soccer programs for players between the ages of 4 and 10 throughout the calendar year. The ideal candidate will have a passion for soccer, excellent organizational skills, and the ability to create a fun and inclusive environment for participants.

**Responsibilities**

**Program Development:** Maintain/enhance a lesson plan/training library in collaboration with the Director of Coaching.

**Field Supervision:** Oversee field activities during programming, including directing families, managing player behavior, and assisting coaches.

Facility & Program Coordination: Attend club leadership meetings and partnership meetings with the cities of Inver Grove Heights and South Saint Paul.

**Coach and Volunteer Recruitment:** Assist in recruitment, training, and supervision of coaches and volunteers to support program activities in collaboration with other club representatives.

**Communication:** Support communication efforts regarding program details, schedules, and updates for participants, parents, coaches, and volunteers.

**Safety and Risk Management:** Ensure that all program activities adhere to safety guidelines and protocols, and take appropriate measures to mitigate risks and address any safety concerns.

**Evaluation and Feedback:** Collect feedback from participants, parents, coaches, and volunteers to evaluate program effectiveness and identify areas for improvement.

**Community Engagement:** Promote the recreational soccer program within the community, seeking opportunities to attract new participants and build relationships with local organizations and stakeholders.

**Time Commitment**

Hours will vary seasonally based on programming:

* 3 hours/week during clinic seasons: Jan, Apr, Nov
* 12 hours/week during Dakota Soccer Rec season: May, Jun
* 6 hours/week during IGH Rec Soccer season: Jul, Aug, Sep, Oct
* Monthly meetings with the Dakota SC Board and Inver Grove Parks & Rec staff.
* Variable hours for maintaining documentation & staff/volunteer training

**Qualifications**

Required:

* Ability to work flexible hours, including evenings and weekends, to accommodate program activities and events.
* Knowledge of soccer rules, techniques, and strategies.
* Excellent communication and interpersonal skills.
* Strong organizational and time management skills.

Preferred:

* CPR and First Aid certification.
* Previous experience in coordinating sports programs.
* Bachelor's degree in Sports Management, Recreation, Education, or related field.

**Benefits**

Competitive hourly wage ($18-25/hour based on qualifications)

Opportunities for professional development and training

**How to Apply**

Interested candidates should submit a resume and cover letter outlining their qualifications and relevant experience to [mailto: recdirector@dakotasc.org](mailto:recdirector@dakotasc.org). Applications will be reviewed on a rolling basis until the position is filled. We thank all applicants for their interest, but only those selected for an interview will be contacted.