



**WOLFVILLE SOCCER CLUB**  
**Summer Employment Opportunity**  
**Soccer Coordinator**

The Wolfville Soccer Club is looking for a summer student to help coordinate this year's soccer program & events with the Wolfville Soccer Club Executive.

**Principal Duties and Responsibilities:**

1. Work with the Executive of the Wolfville Soccer Club to plan, promote and implement a summer soccer program for the youth of Wolfville.
2. Plan, promote and implement soccer events such as tournaments and the Wolfville Soccer Club Jamboree.
3. Coordinate the schedule for soccer games and practices for the season, including organizing and paying referees.
4. Support the skill development of Wolfville Soccer Club's volunteer coaches.
5. Maintain constant and high standard of communication with the members of the Wolfville Soccer Club, in particular, the executive. This includes attending evening meetings with the executive.
6. Assist volunteer coaches with practices and practice preparation.
7. Work with the equipment manager to conduct regular equipment inventories and ensure that equipment is accounted for and clean; at the end of the season collect all jerseys.
8. Work with the Facility Coordinator to carry out proper field maintenance and preparation.
9. Officiate at evening and weekend games, if required.
10. Adhere to all provincial and municipal Occupational Health and Safety policies, guidelines and standard operating procedures.
11. Maintain open lines of communication with players/parents via regular updates to **the** club website and email.
12. Represent Wolfville Soccer Club while promoting the game of soccer at various town events and programs.

Letters of application and resumes for the position of Soccer Coordinator may be sent via e-mail ([president@wolfvillesoccer.ca](mailto:president@wolfvillesoccer.ca)), Subject Line: Wolfville Soccer Club Coordinator Opportunity.

**Applications close March 29<sup>th</sup>, 2019.** All applicants are thanked for their interest, however, only those who are selected for consideration will be contacted.