



## Job Posting: Elementary Program Coordinator (Full-Time) Boston Scores

### About Boston Scores

Boston Scores is a 501(c)(3) non-profit organization that provides free after school soccer and academic enrichment programs for Boston Public School students in grades K-12. Our program combines soccer with classroom-based poetry, service learning and financial literacy.

Boston Scores promotes leadership, teamwork, commitment and positive self-expression among urban young people. We currently serve 1,600 students annually on over school-based soccer & academic teams across the City of Boston, plus high school and summer programs. Learn more at [www.bostonscores.org](http://www.bostonscores.org)

### About the Soccer Program Coordinator Position

The Soccer Program Coordinator is a full-time position with benefits.

This position facilitates the smooth and consistent delivery of Boston Scores' *Soccer For Success* curriculum to Elementary school partner schools. The coordinator works to ensure that each program site is fully staffed with soccer coaches, directed to engaging training resources and given access to transportation for games. Like all Program Team members, the Soccer Program Coordinator also works directly with a small subset of school partners, conducting site visits and de-briefs, problem-solving for site coordinators and overseeing payroll for coaches at those sites.

Ownership of a vehicle to transport goals, balls & other equipment to schools and fields is required for this position.

This position reports to the Senior Program Manager.

### Core Responsibilities:

- Creates the Elementary School fall and spring game schedules
- Schedules charter bus transportation for Game Days and special events
- Oversees fulfillment of *Soccer For Success* training conferences and requirements
- Recruits and onboards Elementary soccer coaches
- Oversees recruitment and placement of volunteer coaches from agency partnerships
- Creates in-season weekly *Soccer For Success* e-bulletins for Elementary coaches
- Event leader for the Elementary School "Jamboree" tournament at end of spring season for 16 schools and 400+ students
- Oversees Scores hiring, placement and payroll fulfillment for SuccessLink teen jobs program
- Reviews & approves coach payroll hours for a subset of partner schools
- Distributes program supplies & equipment to schools (Shared)
- Works directly with youth (instructing, officiating) at Summer program & special clinics (Shared)
- Serve as a Field Marshal (game day supervisor) for 1-2 interscholastic games per week during October-November and April-June seasons
- Assist with the lining of soccer fields at various schools & public parks in the city of Boston



### **Skills and Qualifications:**

- Thorough knowledge of the basic rules and positions of the sport of soccer is required
- Applicant must have a car and be licensed to operate it in the state of Massachusetts
- Prior coaching and/or positive youth development experience is preferred
- Should be positive, patient and have an ability to communicate with and relate to children
- Duties include work that requires physical exertion and may include helping to move goals, large boxes weighing up to 50 pounds, and other large equipment.
- CORI/SORI background checks are required

### **Office Culture, Hours & Compensation:**

- This is a full-time positions with benefits
- 100% employer-funded Health (Harvard Pilgrim), Dental & Vision Insurance
- 100% employer-funded Short-Term & Long-Term Disability Insurance & Life Insurance policy
- 401K plan with 4% employer match (eligible after 12 months of employment)
- 4-weeks of Paid Time Off in the first year of employment, with increasing accrual thereafter
- Our office is located in the Brewery building in Jamaica Plain, five minutes walk from Stony Brook MBTA station on the Orange Line.
- Boston Scores uses a hybrid work schedule that balances in-office and remote work for all staff. Remote work hours and schedule are negotiable with your supervisor, within organizational guidelines.
- Brewery Building has café, gym and adjacent parks and running/biking trails.
- Dress is Casual (but neat). Jeans, sneakers & t-shirts welcome.
- Starting salary is \$40K

Pay: From \$40,000.00 per year

### **Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

### **Schedule:**

- Monday to Friday

### **Education:**

- Bachelor's (Preferred)



Please email your cover letter and resume to [ivelisse@bostonscores.org](mailto:ivelisse@bostonscores.org)

Boston Scores is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are encouraged to apply.

Boston Scores does not discriminate on the basis of race, color, ethnicity, religion, gender identity, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.