



Elementary Soccer Program Coordinator

Position Type:
Full Time with Benefits

About Boston Scores

Boston Scores is a 501(c)3 nonprofit that delivers free after school and summer learning programs for urban students in grades K-12 that combine soccer with classroom-based poetry and service-learning into a cohesive whole-child enrichment program.

Boston Scores is one of 11 affiliates of the America SCORES network (a World Cup 1994 Legacy Program) in cities across the United States and Canada. Founded in 1999, Boston Scores today serves nearly 1,500 students each year on 60 school-based teams in the Boston Public School system, plus high school and summer learning programs.

More info: www.bostonscores.org

About the position:

The Elementary Soccer Program Coordinator 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 Elementary 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.

Boston Scores currently has its headquarters office in Jamaica Plain and intends to relocate its main offices to our new campus in East Boston during the summer of 2023. In December 2022, we broke ground on our future headquarters as part of a \$15 million partnership with the Salesians Boys & Girls Club in East Boston. This new partnership and facility will include a multi-field soccer park, plus community gardens, outdoor classroom, playground, and new offices and training space. This landmark project will allow us to double the number of youth that we serve to 3,000 annually during the next several years. Both current and future offices are walkable from the MBTA subway.

Responsibilities:

- Designs the Elementary fall and spring game schedules
- Prepares Game Day fields by lining and cleaning them in a timely manner
- Schedules all bus transportation for Game Days and special events

- Secures field permits for season game days through Parks & Rec and DCR Oversees fulfillment of *Soccer For Success* training conferences & requirements
- Recruits and on boards Elementary school soccer coaches Oversee 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 “*Super Copa*” tournament at end of spring season
- Schedules referees for Game Days and Tournaments
- Oversees Scores hiring, placement and payroll fulfillment for high school summer counselors
- Acts as lead Program Team point of contact for Junior Scores (K-2) site coordinators
- Reviews & approves coach payroll hours for a subset of partner schools
- Distributes program supplies & equipment to schools
- Works on-site with youth and coaches as a Game Day Marshal during the fall & spring season
- Works directly with youth (instructing, officiating) at Summer program & special clinics
- Works with supervisor to identify and complete relevant personal professional development opportunities each year
- Tracks program projects and tasks via shared organizational software, Basecamp
- Support other organizational teams as required, based on resources and workload
- Support Development Team events and meetings when needed.
- Attends and participates in required weekly staff meeting

Qualifications

The ideal candidate will have:

- Demonstrated knowledge of the sport of soccer and its rules & equipment
- Prior experience playing soccer at a high level (H.S. or above) **or** coaching youth sports
- Must possess a reliable car and be licensed to drive it in the state of Massachusetts
- Position requires frequent physical exertion, including helping to move and assemble large goals and lifting boxes weighing ~50 boxes
- Availability to work occasional evening and weekend hours (with notice)
- A flexible, inclusive, solutions-oriented mindset

The position requires frequent physical exertion, including helping to move and assemble large goals and lifting boxes weighing ~20 pounds.

Fluency or proficiency in Spanish is a plus.

Compensation

Salary: \$40,000. Group Health Plan: 100% employer sponsored. Vision, Dental, LTD, STD, and Group Life Insurance: 100% employer sponsored. Matching 401(k) (eligible after 12 months of employment). 3 weeks accrued vacation each year to start (incrementally increasing to 6 weeks based on length of service). 12 paid holidays per year. 2 paid volunteer days per year. Approx. 7 paid days off for winter shutdown break (in addition to regular PTO days). Ongoing training opportunities. We also offer a supportive team culture and schedule flexibility.

To Apply

Please email a couple of paragraphs describing your interest in this position along with your resume to Ive Mendoza, Chief Program Officer, at ivelisse@bostonscores.org.

Boston Scores is committed to recruiting and developing 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, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.