Job Posting: Site Coordinator
Boston Scores
School Year: 2025-2026

About Boston Scores

Boston Scores is a free after school program for urban students grades K2-12 that 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 typically serve 1,400+ students annually on 60 school-based soccer teams across the City of Boston, plus high school and summer programs.

About This Position

Site Coordinators are our on-site organizers and administrative leads at each school we serve in the City of Boston. Site Coordinators are typically faculty members of their respective schools. They may also choose to serve in a Coach-Mentor role for the Scores soccer or enrichment team(s) at their school, but this is not a requirement.

Site coordinators typically work 3 hours per week in addition to any coaching responsibilities they may choose to take on. In the week or two leading into the season, Site Coordinators typically work 4-5 hours per week, with additional time for student recruiting and training.

Responsibilities of the Site Coordinator include:

- Attend Site Coordinator training sessions at start of fall & spring seasons
- Recruit students to help ensure fully enrolled rosters of 15 players for a boys team and a girls team (30 total).
- Collect and input student attendance into Google Docs weekly
- Apply for and manage afterschool snacks in conjunction with Boston Public Schools Food & Nutrition
- Communicate all program issues, concerns and needs to appropriate Boston Scores program managers
- Communicate any changes in game day schedules to Scores Coaches and parents at your school
- Distribute player/parent surveys & evaluation forms via the coaching staff and ensure they are returned to Scores on schedule
- Communicate regularly with soccer & enrichment coaches to ensure that students are fully participating in all aspects of the program
- Distribute parental permission slips for special events & field trips
- Attend & chaperone all end-of-season special events such as Poetry Slam, soccer tournaments, etc.
- Read the weekly Scores bulletin delivered to your inbox via email with important program updates
- Respond to phone and e-mail communication from the Scores office within 24 hours

Compensation

First year site coordinators will earn $22.50 per hour. Site Coordinators are paid for all training and special events. Please email a paragraph on your relevant experience and a resume to Gabrielle Uhomoibhi at gabrielle@bostonscores.org or Rebeca Villatoro Alvarez at: rebeca@bostonscores.org

Equal Opportunity

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.