



Job Posting: Assistant Program Director (F/T)

Date of posting: May 3rd, 2024

Deadline for applications: We are accepting applications until the role is filled.

Start Date: Summer/Fall 2024

About Us:

Join our team at the Colorado Soccer Foundation, a leading youth soccer organization with a community facility dedicated to providing a fun and safe environment for players of all ages and skill levels. We offer a range of programs, including regular pick-up play, Soccer After School, skills training, and other events that help promote our mission to provide access to soccer for kids who want to play.

Reporting to:

Director of Programming

Responsibilities:

This role supports the Director of Programming in implementing a number of key tasks, including but not limited to the following responsibilities:

1. **Supervision and Scheduling:** Oversee the supervision and scheduling of hourly staff, including hourly front desk staff and field management staff.
2. **Programming:** Provide support towards programs such as pick-up play, Soccer After School, Adult League, tournaments, skills training, and other events, ensuring they run smoothly and meet the needs of participants.
3. **Incident Management:** Collect and catalog incidents within the facility, including injuries, property damage, or other incidents, and ensure they are reported and addressed according to established protocols.
4. **Maintenance:** Identify and support regular ongoing maintenance needs for the facility, including maintenance of the soccer fields, equipment, and general facilities.
5. **Other Administrative Tasks:** Handle basic administrative tasks related to daily operations, such as scheduling, record-keeping, procurement, grant reporting, and communication with stakeholders.

Qualifications:

Bachelor's degree in sports management, recreation management, or a related field (or equivalent experience).

Previous experience in facility management, preferably in a sports or recreational setting.

Strong organizational and multitasking skills, with the ability to prioritize tasks effectively.

Excellent communication and interpersonal skills, with a customer-focused approach.

Knowledge of basic maintenance procedures and safety protocols.

Experience with staff supervision and scheduling.

Ability to work flexible hours, including regularly working evenings and weekends.

Benefits:

Competitive salary range: \$57,250-\$71,100 depending on experience and qualifications

Retirement savings plan

Paid time off

Professional development opportunities

How to Apply:

If you're passionate about youth soccer and have the skills and experience to excel in this role, we'd love to hear from you. Please submit your resume and a cover letter detailing your relevant experience and why you're interested in joining our team to curtis@coloradosoccerfoundation.org.

Join us in giving access to soccer for kids who want to play contributing to a vibrant soccer community!