

# Spring Forward Learning Center Job Description

<b>Title:</b>	Soccer Club Coordinator
<b>Reports to:</b>	Program Manager
<b>FLSA:</b>	Exempt
<b>Pay:</b>	\$10-12/hour
<b>Hours:</b>	Afterschool hours Monday, Tuesday and Wednesday
<b>Program Dates:</b>	January- May, in conjunction with the school district calendar

## Primary Function

The Soccer Club Coordinator is responsible for the direct supervision of a group of elementary-aged children in after school soccer club at the following sites-

- Mondays – Frances Willard
- Tuesdays – Rock Island Academy
- Wednesdays – Earl Hansen

The coordinator is also responsible for coordinating with Rock Island High School volunteers to assist with club.

## Key Roles (Essential Job Responsibilities)

*Essential duties and responsibilities include the following. Other duties may be assigned.*

1. Maintains a sincere interest in providing each child with a positive after-school experience
2. Plans and initiates drills and games
3. Responsible for daily supervision of a group of up to 20 children.
4. Follows and adheres to all safety policies and procedures.
5. Demonstrates a positive, courteous and enthusiastic attitude with the children, parents and school staff in day to day activities.
6. Responsible for keeping all equipment and supplies in good order.
7. Participates in staff meetings and all trainings as needed

## Skills/Knowledge Required

1. Hands-on experience working with children.
2. Knowledge soccer rules, drills and activities
3. Ability to motivate youth and manage behavior problems.
4. First Aid/CPR certificate preferred.

## Physical Requirements/Work Environment

1. Must be able to lift 25 pounds.
2. Fast paced, energetic, active environment