

**Job Title:** Grassroots League Program Coordinator  
**Contract Position:** August - November 2024

Soccer Unity Project is seeking a Grassroots League Program Coordinator as a part-time position that has non-standard hours. The Grassroots League Program Coordinator will lead our recreational, grassroots program and work directly with program staff, volunteers and coaches. We are looking for an energetic person that has a history of 1) working with children between ages 3 to 14, 2) managing communications with their families, 3) developing youth sports, education or recreation curriculum. This position reports directly to the Soccer Unity Project Executive Director and work in partnership with other senior staff. Note this position does have the potential for multiple seasons/year around opportunities.

### ***Responsibilities***

- Create a positive, safe environment with players and parents/caregivers for developing a love of the game that adheres to Soccer Unity Project Code of Conduct.
- Lead staff for in-house league and clinics
- Plan weekly practice sessions and oversee execution with coaches and volunteers for Pee Wee Clinics, Kindergarten Clinics, Grade 1-2 & Grade 3-6 in-house league divisions, as well as adaptive/unified soccer programs (TOPSoccer / Special Olympics partnership for youth with physical and cognitive disabilities).
- Manage practice fields and game days including field set up, coach/volunteer and player support, sideline oversight to create a positive, fun, developmental environment for players and families.
- Adhere to US Soccer, Mass Youth Soccer and Soccer Unity Project's highest standards of sportsmanship, professionalism and player development.
- Analysis sessions to improve quality, execution and structure of the program.
- Manage communication plan for coaches, volunteers, players and parents/caregivers.
- Demonstrate leadership qualities with volunteers and coaches.
- Manage conflict resolution as needed with players, staff, coaches, volunteers and parents/caregivers.
- Support development of players and coaches to move on to our travel soccer program.

### ***Desired Qualifications***

- Strong planning and organizational skills
- Strong leadership, collaboration skills and conflict resolution skills
- Strong communication skills in English, and Spanish or other language(s)
- Ability to demonstrate soccer drills and design soccer trainings
- Experience managing volunteers or staff across age, gender and identity
- Experience working with youth ages 3-14
- Outgoing, charismatic personality with the ability to effectively communicate with all stakeholders and navigate challenging situations
- Proven computer skills, specifically using email, spreadsheets, presentations, phone apps



***Desired attributes***

- Previous soccer specific coaching and/or program management experience
- Played the game at the high school, college or professional level
- Preference for a candidate that speaks English and a second language (Spanish or other)
- Have experience working with communities of color and diverse populations, and has taken or has desire to take trainings to further understanding of racial equity practices and sport for youth development

Job Type:	Part-time, contracted
Salary:	\$5,000 compensation for one season, potential for additional compensation dependent on experience and certification level
Season:	10 weeks, optional Winter, Summer and Fall opportunities
Hours per week:	10-12 hours per week, on field Tue 5:30-7:30p, Thu. 5:30-7:30p Saturdays from 8a-1p plus virtual administrative and communication hours each week (Additional dates for trainings meetings, events as required)
Location:	Soccer fields in Boston, South End / Roxbury

***To work for Soccer Unity Project, staff must:***

- Have authorization to work legally in the US
- Pass background check and all required registrations and trainings with Mass Youth Soccer & US Soccer
- Access to reliable and consistent transportation

Interested candidates should submit professional resume with a brief message or cover letter outlining their experience as a player, coach, and/or working with youth and diverse populations to Caroline Foscatto, President and Founder, [carolinef@soccerunityproject.org](mailto:carolinef@soccerunityproject.org)

**About Soccer Unity Project**

Soccer Unity Project is a certified 501(c)(3) non profit based out of Boston, MA. Soccer Unity Project reimagines the power of soccer to build community, connect people from diverse backgrounds, and promote equity in youth play. Our free soccer programming activates varied levels of play for over 1,200 youth and 800 adults annually. We see the soccer pitch as a hub of intersection and seek to build a safe, inclusive space for families to connect through their shared passion for sport without the financial burden of play.

Learn more at <https://www.soccerunityproject.org/>