**Job Posting: Soccer Coordinator - Tolono Park District**

**Position Title:** Soccer Coordinator

**Location:** Tolono Park District, Tolono, IL

**Job Type:** Part-Time/Seasonal

**Salary:** Competitive, commensurate with experience

**Application Deadline:** May 31, 2024

**About Tolono Park District**

The Tolono Park District is dedicated to providing the community with a wide range of recreational and sports activities. Our mission is to promote healthy lifestyles, foster community engagement, and provide a safe and fun environment for all ages.

**Job Overview**

Tolono Park District is seeking a passionate and organized Soccer Coordinator to oversee our youth soccer programs. The ideal candidate will have working knowledge of soccer rules and regulations, excellent organizational skills, and the ability to work effectively with children, parents, and volunteer coaches. This role involves coordinating all aspects of the soccer program, including planning, implementation, and evaluation.

**Key Responsibilities**

* **Program Management:** Develop and manage the youth soccer programs, including sign ups, payments, scheduling games and practices, securing fields, and ensuring all equipment is available and in good condition.
* **Coaching:** Recruit and support volunteer coaches. Provide resources and guidance to ensure effective and positive coaching techniques.
* **Communication:** Serve as the primary point of contact for parents, coaches, and participants. Communicate schedules, updates, and program information clearly and promptly.
* **Safety & Compliance:** Ensure all activities comply with safety standards and regulations. Implement and enforce policies and procedures to ensure a safe environment for all participants.
* **Budget Management:** Assist in managing the budget for the soccer programs, ensuring resources are used effectively and efficiently.

**Qualifications**

* **Education:** High school diploma or equivalent required.
* **Experience:** Previous experience in soccer coaching or coordination preferred. Experience working with youth and volunteers is a plus.
* **Skills:**
	+ Strong knowledge of soccer rules and regulations.
	+ Excellent organizational and time management skills.
	+ Strong leadership and interpersonal skills.
	+ Ability to communicate effectively with diverse groups.
	+ Proficiency in basic computer applications (e.g., Microsoft Office).

**Requirements**

* Must be able to work flexible hours, including evenings and weekends.
* Must pass a background check.

**Benefits**

* Compensation will be provided in installments, details to be discussed upon application approval.
* Opportunity to make a positive impact in the community.
* Supportive and collaborative work environment.

**How to Apply**

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to info@tolonoparks.org with subject line “Soccer Coodinator”

*Tolono Park District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*