



MINI PROGRAM COORDINATOR

Description

United DFC is seeking Mini Field Coordinators to assist the Mini Program Coordinator with management of operations for the 2023 Mini Programs.

The Minis Program is where United DFC provides children ages 4 to 8 years old with their first experiences in the sport of soccer, and is designed to develop basic soccer skills, fair play, and sportsmanship in a fun atmosphere full of games and activities.

Duties of this role include: on-field coaching, coordinating on-field activities, set-up and tear-down of the field, managing staff, member registration, organizing events, and various other tasks as assigned by the Technical Staff.

The successful candidate will be able to work as part of a dynamic team, as well as show excellent leadership qualities. They will also be an exceptional communicator, passionate about providing first class service.

United DFC is committed to fostering a diverse and inclusive work culture. We welcome and encourage applicants who are BIPOC, LGBTQ2S+ and persons with (dis)abilities to self-identify in their cover letter.

Required Skills and Qualifications

Exceptional verbal and written communication skills

Exceptional organizational skills

Experience using email and other basic computer skills

Ability to work within a plan

Ability to work in a team environment

Ability to work with children and adults to ensure a safe and fun environment for all

Assists in the preparation, presentation, and implementation of programs

Excellent problem-solving skills

A student of an accredited University or College, entering full time studies in Fall 2023 or continuing full time studies after Summer work term - Proof of enrollment will be required (Also open to Students enrolled in a Co-op or Work Integrated Learning Program- If Work Integrated Learning Program does not require enrollment for fall term, there is also no requirement for student to be returning to school, to take part in the employment opportunity)

Must be a permanent resident of Nova Scotia or have resided in the province of Nova Scotia for at least six months before the start of the work term

A valid Police Vulnerable Sector Clearance Check is required for candidates 18 years and older and must be received on or prior to the start date

Work Environment

The work environment is mainly outdoors and requires physical activity. The noise level in the work environment is usually moderately loud when on the field.

Work Term

Start - May 1, 2023

Finish - August 21, 2023

Up to 30 hours per week (Guaranteed 30 hours per week)

On field Sunday-Thursday evenings. Requires days in office and/or camps.

Hourly Wage - \$15.50

Additional administration hours will vary depending on time and need.