



**Applications are being accepted for the Winsloe Charlottetown Royals FC
(the "Club") Summer Student Positions**

Applicants must have a high school diploma, an outgoing personality and access to a motor vehicle. Previous experience working with children is also an asset. Successful applicants will need to provide a clear criminal record check and vulnerable sector check.

Reporting to the Manager of Operations, Summer Students will support the Club with its programming.

Start Date: May (Exact Date To be Determined)

End Date: Mid to Late August

Hours will be confirmed at the beginning of the employment term but candidates must be available to work evenings during programming, some Saturday mornings, week-day mornings during camps, and weekends during the annual tournament.

Hourly Rate: starting at \$16

Summer Students will

On-Field Duties:

1. Coaching
2. Mini program planning, oversight and implementation
3. Supervising mini program coaches
4. Running WCRFC Summer Camps with the guidance of WCRFC Manager of Coaching
5. Making sure fields are in proper condition, including placing corner flags, shades when appropriate, checking netting and the overall condition.

Administrative Duties:

1. Liaising with and supporting coaches with respect to such things as criminal record checks, field schedule, equipment and kits, and referee fees.
2. Keeping the Club membership informed by email and social media.
3. Being at clubhouse to ask/answer any questions from the membership, the public and reps for the City of Charlottetown
4. Stocking and cleaning the canteen
5. Posting weekly stats for all youth leagues
6. Posting pictures of all teams and programs



7. Setting up the field and team practice schedule - sending out reminders of practice times
8. Training mini program coaches
9. Planning Mini Program Sessions
10. Assisting with planning themes for each week of the Mini Program Sessions
 - a. Warm up game - related to the theme
 - b. Skill - different stations related to the theme (using drill books in clubhouse as a resource)
 - c. Games - with conditions during the game related to the theme
11. Scheduling Mini Program coaches on a weekly basis
12. Communicating Mini Program Sessions with coaches
13. Tracking hours for Mini Program coaches and submitting to Club Treasurer for payment
14. Organizing Mini Program equipment, youth team equipment as well as completing a clubhouse inventory at the beginning and end of the season
15. Numerous other duties as required

Applications should include resume and a written statement in 250 words or less describing the skills and attributes that would make them a good fit for this position.

Please send your completed application to WCRFC.technical@outlook.com on or before May 1, 2023