

# CALCASIEU SOCCER CLUB



## Youth Recreation Program Assistant

### General Job Description

The Youth Recreation Program Assistant will report to the Calcasieu Soccer Club Executive Director and will primarily assist in overseeing CSC Youth Recreation game day operations. The position will also involve coordinating with the Executive Director and volunteer coaches to help them prepare for season.

### Duties may include, but are not limited to:

- Attend all Saturday recreation game days to help facilitate and oversee the running of activities.
- Help to recruit volunteers, and assist them as they prepare for the season, as well as during the season.
- Help maintain a safe soccer environment for players and coaches.
- Attend the pre-season coach meeting, and CSC board meetings during the season.
- Other youth recreation program matters as determined by the Executive Director.

### Hours:

This will be a part-time seasonal position during the fall & spring youth recreation soccer seasons:

Three fall months will be August, September, October, and three spring months will be February, March, April.

- Pre-season hours (August & February): Flexible 5 hours per week email/telephone work.
- During the season hours (September, October, March, April): Saturdays 8:00am – 1:00pm at the fields. There may also be some additional weekday hours during the earlier weeks of the season.

### Compensation:

- \$500/month

### Desired Skills:

Experience working with computer software programs will be necessary. Good communication and organizational skills are essential, and he/she should be dependable, possess a high degree of integrity, and have a strong work ethic. Ideally, the applicant should have previous experience working or volunteering with similar event organizing or involvement coordinating youth sports.

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## APPLICATION FOR EMPLOYMENT



**POSITION SOUGHT:**

**DATE OF APPLICATION:**

<b>NAME</b>	
<b>ADDRESS</b>	
<b>EMAIL</b>	
<b>PHONE</b>	

**PLEASE LIST ANY QUALIFICATIONS, LICENSES OR TRAINING YOU HAVE THAT WOULD HELP IN THIS ROLE.**

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**PLEASE LIST ANY RELEVANT COACHING OR WORK EXPERIENCE THAT WOULD HELP YOU IN THIS ROLE**

<b>ROLE/TITLE:</b>	
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**Return to [paul@cscsoccerclub.org](mailto:paul@cscsoccerclub.org)**