DELTONA YOUTH SOCCER

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Position Title: Program Coordinator - Developmental
Organization: Deltona Youth Soccer Club
Location: Deltona, FL
Reports To: Director of Soccer
Status: Paid Position

Role Summary

The Developmental Program Coordinator is responsible for the operational execution and day-to-day management of the DYSC Developmental Soccer Program (including Talent ID). This role serves as the primary point of contact for families, coaches, and volunteers, ensuring a seamless, safe, and enjoyable experience for all participants. The Coordinator manages the season's administrative lifecycle, from registration to the end-of-season event, and oversees all Friday league night field operations.

Primary Responsibilities:

1. Administrative & Registration:

- Manage the full registration cycle, including generating reports and auditing registrations for accuracy.
- Hold the authority to close registration once program capacity has been reached.
- Coordinate the season kick-off check-in process.
- Organize and execute the end-of-season event (Trophies and Pizza Night, etc).
- Order, manage inventory, and distribute uniforms to players and coaching staff.

2. Communications & Safety:

- Serve as the primary communication lead, disseminating program information to all families.
- Work with the Weather Safety Officer, monitoring weather conditions and enforcing the DYSC Weather Policy to ensure player and staff safety.
- Audit goals, nets, and fields for safety purposes

3. Staffing, Human Resources and Player Development:

- Assist with hiring paid Lead Coaches in coordination with the Director of Soccer.
- Place Jr. Coaches from the DYSC Youth Leadership Program into appropriate roles.
- Take attendance of all coaching staff, including volunteers, at all sessions.
- Provide coaching staff with necessary uniforms and field equipment.
- Request player reports from coaches to generate evaluation summaries for parents.

- Coordinate with the DOS on recommended player promotions to the competitive program.

4. League & Field Operations (Weekly):

- Work with the DOS to generate teams and rosters, then submit a request to the Media Manager to add players to the GotSport app.
- Communicate the Friday League game structure to parents at least 24 hours before kickoff.
- Coordinate with the Field Manager to set up goals every Tuesday, Wednesday, Thursday, and Friday for training sessions and games.
- Ensure team rosters for both programs are distributed to their assigned fields for training and matches.
- Monitor Lead Coaches to confirm they have the necessary equipment (rosters, training vests, cones).
- Oversee Friday League games to ensure all teams are on their designated fields.
- Manage field clean-up procedures: Field Manager stores goals; Coordinator clears any non-DYSC items and places them in Lost & Found.
- Coordinate referees for all Friday League games throughout the season.
- Lead all efforts and direction for Future's League

Required Qualifications:

- **Experience**: Experience in sports youth management and youth coaching.
- **Organizational Skills**: Strong ability to multitask, manage schedules, and handle administrative data (rosters, registrations, parents' inquiries).
- **Communication**: Excellent verbal and written communication skills for interacting with parents, coaches, and volunteers.
- **Technical Skills**: Proficiency in registration software and spreadsheet management (e.g., Excel/Google Sheets).
- **Certifications**: Must possess or be willing to obtain US Soccer Grassroots Licenses and complete a Level 2 Background Check.
- **Availability**: Must be available for all Tuesday through Friday and key seasonal events (evenings and weekends required).

KPIs (Key Performance Indicators):

- Registration Efficiency: 100% accuracy in roster generation and registration audits.
- Communication: 100% on-time distribution of Friday schedules (24 hours before kick-off).
- Staffing: All Developmental teams assigned with a head coach.
- Field Readiness: All fields lined and goals set up 30 minutes before scheduled start times.
- Retention: Positive parent feedback regarding program organization and communication.
- End of the season report

Job Responsibilities: Detailed Breakdown

Administrative:

- Registrations: Generate reports, audit registrations, authority to close registration once capacity has been reached.
- Season Kick-Off: Manage the check-in process for season kick-off.
- End of Season Event: Organize the "Last Day of the Program" event, including trophies and pizza night.
- Uniforms: Order, manage, and deliver uniforms to players and coaches.
- Communications: Manage all program communications to families.
- Weather Safety Officer: Monitor the weather in accordance with the DYSC weather policy.
- Youth Leadership: Place Jr. Coaches from the DYSC Youth Leadership Program.
- Coaching Staff: Hire paid Coaches in coordination with the Director of Soccer.
- Scheduling: Generate rosters, Friday league schedule, and communicate.
- Attendance: Take attendance of all coaching staff including volunteers.
- Field Logistics: Manage field lining and lights schedule.
- Coach Gear: Provide Coach uniforms to coaching staff.

Field Operations (Weekly Activities):

- Goal Setup: Coordinate with the field manager to set up goals (Monday, Wednesday, and Friday).
- Roster Distribution: Ensure team rosters for both programs players go to their corresponding fields.
- Equipment Check: Monitor lead coaches have their proper equipment (rosters, training vests and cones).
- Game Management: Ensure Friday league games schedule (make sure teams are in the assigned field for game purposes).
- Field clean up: Coordinate with the field manager to take all goals and place them in storage.
- Lost & Found: Take any equipment not related to DYSC and place it in the lost & found storage.
- Referees: Coordinate referees for the season (Friday games)

Compensation:

Deltona Youth Soccer offers part-time, seasonal compensation for all staff positions. This is a contracted role with no additional benefits (health insurance, retirement, or PTO). All compensation is subject to Board approval and budget availability.

Pay Rate: $4,400.00 TOTAL (Fall & Spring Season Contract)