DELTONA YOUTH SOCCER

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

Role Summary

The Recreational Program Coordinator oversees the day-to-day operations and management of the DYSC Recreational Soccer Program. This program is both **Junior & Senior Academy**. 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).
- Help with orders, 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 and fields for safety purposes in collaboration with the Field Manager

3. Staffing & Human Resources:

- Work with program lead coach to hire 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 equipment.
- Scout and recruit parent volunteers to support program operations.

4. League & Field Operations (Weekly):

- Generate the team rosters and submit a request to the Media Manager to add the players to the GotSport app.
- Friday League schedule: communicate the game structure to parents at least 24 hours before kickoff.
- Coordinate with the Field Manager to set up goals every Monday, Wednesday, and Friday.
- Ensure team rosters for both programs are distributed to their corresponding fields (training and games).
- Monitor Lead Coaches to ensure they have proper equipment (rosters, training vests, cones).
- Oversee Friday league games to ensure teams are on their assigned fields.
- Manage field clean-up procedures (Field Manager to store goals; Coordinator to clear any non-DYSC equipment to Lost & Found).
- Coordinate referees for all Friday league games for the duration of the season.
- Manage field lining and the Friday night lights schedule.

Required Qualifications:

- Experience: Experience in sports youth management, youth coaching, or recreational program administration.
- Organizational Skills: Strong ability to multitask, manage schedules, and handle administrative data (rosters, registrations, parent 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 Friday night league games 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 teams assigned a Lead Coach and Jr. Coach before Week 1.
- **Field Readiness**: All fields lined, and goals set up 30 minutes prior to 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.
- Volunteers: Scout parent volunteers.
- Coaching Staff: Hire paid Lead Coaches in coordination with the Director of Soccer.
- Scheduling: Generate rosters, Friday league schedule, and communicate 24 hours before kick-off.
- Attendance: Take attendance of all coaching staff, including volunteers.
- Field Logistics: Manage field lining and Friday's 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 are scheduled (make sure teams are in the assigned field for game purposes).
- Clean Up: 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: $5,200.00 TOTAL (Fall & Spring Season Contract)