

TERRACE BAY RECREATION DEPARTMENT

MINOR SOCCER CO-ORDINATOR

JOB DESCRIPTION

The Minor Soccer Co-ordinator will be responsible for the following duties:

- Assist in organizing minor soccer teams.
- Assist in recruiting volunteer coaches
- Assist in contacting coaches, parents and volunteers when required
- Setting up all required equipment for Minor Soccer
- Lining field for soccer
- Referee all games.
- Able to communicate with children, parents and coaches
- Complete an inventory of Minor Soccer equipment
- Assist in planning a Minor Soccer BBQ & Swim Party
- Assist with advertising and promotion of soccer program
- Able to perform maintenance duties on Soccer Field
- Assist in organizing a Minor Soccer Tournament