



SOCCER WITHOUT BORDERS OAKLAND

Program Coordinator

Soccer Without Borders (SWB) is a non-profit organization that uses soccer as a vehicle for positive change, providing newcomer refugee, asylee and immigrant youth with a toolkit to overcome obstacles to growth, inclusion, and personal success. SWB Oakland is seeking an outgoing, motivated, and organized individual to join our team as a Program Coordinator in Oakland, California.

Our vision is to build a more inclusive world through soccer, where all youth have the opportunity to reach their inherent potential. Newcomer youth are one of the most vulnerable populations in the United States today, facing complex barriers to integration, academic success, and leading happy and healthy lives. Our model is rooted in research, which helps us understand the complex factors that affect the youth, families and communities with whom we work. SWB's model includes four organizational lenses: access and inclusion, health, youth development, and trauma-informed practices, each representing a body of research that informs our program design. Our programs integrate the three pillars of soccer, education, and community, supporting our participants to grow, integrate, and be successful.

SWB Oakland works with middle and high school students during the school year, and elementary, middle, and high school students in the summer months. Daily after-school programming with middle grade students integrates English Language Development with soccer and academic support. High school programming also offers college preparation workshops to prepare high school participants for the future.

POSITION DESCRIPTION

The Program Coordinator is responsible for planning and leading implementation of daily after-school and weekend programming. Programming will include English-integrated soccer practice, community building activities, and homework help. The continued success of the program will depend heavily on the relationships cultivated between the Coordinator, students, school partners, and families. Additionally, the Program Coordinator will support the organization through administrative and program support roles, including but not limited to event planning and participation, partnership cultivation, communications, and other duties as assigned. We are looking for the best fit to sustain the success of the program, and aim to maximize the strengths of the person in this position.

- 1. Direct Service (75%):** The Program Coordinator is the on-site leader of SWB program implementation. Specifically, the Program Coordinator has primary responsibilities in the following areas:
 - Player Recruitment & Retention
 - Practice Planning & Facilitation
 - Season Planning (using SWB Complete Season Checklist)
 - Player Evaluation/Goal Setting/Check-In Facilitation
 - Intern & Volunteer supervision, feedback, and escalation of cases for concern
 - Game Preparation (including transportation coordination with SWB Director)
 - Game Facilitation (coaching game play in external and internal leagues)
- 2. Program Support (25%):** The Program Coordinator will also play a key role in securing the inputs needed to ensure SWB Oakland can operate successfully. Specifically, the Program Coordinator has primary responsibilities in the following areas:

- Timely Monitoring & Reporting (Attendance Reporting & coordination with SWB staff, Academic Monitoring when necessary, etc.)
- Event Planning & Participation (including fundraising events such as Small Goals Big Change)
- Student & Family Engagement (including house visits and mentor matches when necessary)
- Supervising Americorps service members (in partnership with Up2Us Sports)
- Social Media (providing material for communications, stories, photos, videos, etc.)
- Other projects as assigned

ABOUT YOU

- Energetic, dynamic, engaging and creative as a leader.
- Self-starter, entrepreneurial individual able to take initiative and be a creative problem solver.
- Experience working with youth, coaching soccer and able to plan/adapt practice sessions according to age and ability.
- Dedicated to creating an inclusive atmosphere for all participants, communicating and implementing team rules and positive culture, and showing an active interest in getting to know all program youth and their families.
- Willing to be flexible as plans change.
- Interest in working with volunteer assistant coaches and comfortable delegating tasks.
- Commitment to SWB values and SWB Oakland program priorities.

Required Skills and Qualifications

- Bachelor's degree or equivalent skills
- 1-2 years of relevant work experience
- Ability to communicate positively and efficiently with many audiences
- Excellent written communication skills, especially over email
- Excellent organizational skills
- Ability to work independently and take initiative
- Excellent problem-solving skills and ability to address challenges with creative solutions
- Comfortable coordinating large groups of people, youth and adult
- Strong attention to detail and ability to meet deadlines
- Commitment to the potential of all young people, and the power of sport to create social change.
- Experience with a team sport and/or sports-based youth development organization
- Work authorization in the United States

Preferred Qualifications

- Proficiency in Spanish, Tigrinya or Arabic
- Driver's license and personal transportation

Time Commitment and Compensation

The Program Coordinator position is a full-time position based at our Oakland, CA office, beginning **August 2020**. This position requires a Tuesday-Saturday work schedule during the school year, and Monday-Friday during summer months. Often, events and trainings will occur on weekends and evenings, and transportation support is required. This position includes a health care stipend, generous vacation time, flexible work environment, and a 401k retirement savings plan. Unfortunately, SWB is not able to provide visa sponsorship. SWB encourages persons of any race, ethnicity, faith, sexual orientation, gender identity, and background to apply.

Interested?

Please send a meaningful email introduction including how you heard about this position along with a resume to SWB Oakland Director Ben Gucciardi at ben@soccerwithoutborders.org. To help us with our process, please put "SWB Program Coordinator" in the title.