



Guelph Soccer

440 Elmira Road North
Guelph, Ontario N1K 1C3
Phone: 519-824-2199
www.guelphsoccer.ca

Position Title: Program Supervisor, Active Start

Position Status: Part-time (Seasonal)

Reports To: Program Manager

Compensation: \$17.55/hour (starting)

Hours of work: ~20 hours a week, 4:00-8:00pm (Mon-Thurs) **AND** 8:00am-11:30am (Sat)

Start date: Week of May 27th, 2024

Job Overview

The Program Supervisor is a part-time seasonal position at Guelph Soccer. This role is a key member of our team and will be integral to executing our Tiny Timbits (Under 3) and Active Start (Under 4-7) House League program. The role is responsible for implementing program curriculum, and leading and supervising staff (on field) that support each program.

Job Duties & Responsibilities

- Lead and implement a session plan (for Tiny Timbits) and provide encouragement to all players.
- Provide support to volunteer coaches during Active Start sessions (House League).
- Manage, lead, and supervise part time on-field staff.
- Arrive to the program site on time to set up and start the program according to the schedule.
- Assist with staff scheduling and provide on field coverage.
- Act as an ambassador for the organization, handling any questions or conflicts that may arise on field.
- Act as the point of contact (on-site) for coaches, parents, players, and staff.
- Adapt daily sessions or activities based on the needs of the group and other factors.
- Conduct team meetings before and after each session (every week) to ensure quality programming.
- Prioritize child well-being and safety of participants.
- Act as a knowledgeable resource and on-site program representative.
- Maintain accurate program records, including incident reports and daily attendance.
- Promote participation and encourage teamwork from players throughout the session.
- Support and promote the HIGH FIVE "Principles of Healthy Child Development" (PHCD).
- Provide regular program updates to ensure quality programming is offered throughout the summer.





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Skills and Qualifications

- High school diploma or equivalent.
- Required to work evenings, weekends, and holidays.
- Knowledge of soccer or sport leagues.
- Demonstrates strong leadership.
- Excellent communication, administrative, and organizational skills.
- Ability to work independently and in a team environment.
- Strong problem-solving skills and mediation skills.
- Demonstrates reliability, honesty, and integrity.
- HIGH FIVE "Principles of Healthy Child Development" is required. *
- Valid driver's license.
- Access to a vehicle (for equipment purposes).
- Experience supervising staff would be considered an asset.

** The training is mandatory and will be provided if not already certified.*

