



Guelph Soccer

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

Position Title: Program Supervisor, Neighbourhood Program

Position Status: Part-time (Seasonal)

Reports To: Technical Director

Compensation: \$17.55/hour (starting)

Hours of work: 10 hours a week, 5:30-8:00pm (Mon-Thurs) **OR** 5 hours a week, 5:30-8:00pm (Tues & Wed)

Start date: Week of June 3rd, 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 Neighbourhood (Under 4-12) program. The role is responsible for leading and supervising on field seasonal part time staff that support our programs.

Job Duties & Responsibilities

- Follow and implement a session plan in accordance with Long Term Player Development and Club based curriculum.
- Manage, lead, and supervise part time on-field staff.
- 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.*

