

**Mad River Youth Soccer League, Inc.**

1309 11th St, Suite 202
Arcata, California 95521
707 822 3333
mrysl.com

Position: Recreation Coordinator**Job Description:**

Reporting to the recreation committee and the MRYSL board of directors, the recreation coordinator is responsible for coordinating the various groups, tasks and activities that enable our fall recreational soccer program to function successfully. Recruiting volunteers from the MRYSL community is an important part of this position. The recreation committee and others may be available to assist with some of the duties listed below but the recreation coordinator must be prepared to perform these duties with minimal assistance. The recreation coordinator will be employed for a period beginning May 1st and ending November 15th.

Qualifications:

Candidates for this position should possess excellent communication skills, have excellent organizational skills, and be able to handle unexpected situations in a calm and professional manner. The person hired for this position must be available to handle phone calls and emails at his/her home and during the evenings and be available every game day during the recreation season. Prior participation in MRYSL activities as a parent, coach, or volunteer is preferred. Hiring contingent on completion of a background check and fingerprinting through appropriate law enforcement locations.

Responsibilities:

- Handle phone calls and email questions from parents and coaches
- Reserve practice fields in June
- Planning and organization of the pre-season coaches and parents meetings
- Process and organize initial uniform order and coordinate uniform hand-outs
- Follow-up and resolve any uniform issues that occur after the initial order
- Planning and organization of the Jamboree
- Collect necessary information and place secondary uniform order after Jamboree
- Utilize available resources to ensure coaches, parents and especially players have a positive experience
- Coordinate the set-up and removal of field equipment on game days. Ensure set up begins at 7:30 a.m. Ensure fields are clean, all equipment is properly stored and facility is locked after completion of games. Be present 7:30 a.m. to approx. 5:00 p.m.
- Provide game day assistance for children, parents, coaches and spectators
- Recruit and coordinate volunteers
- Ensure that the fields are lined every two weeks
- Coordinate end of year coach/sponsor appreciation dinner
- Coordinate seasonal player appreciation event
- Attend MRYSL board meetings
- Assist with issues related to the MRYSL recreation program as needed

Pay Rate:

Dependent on experience and board approval, between \$2500 - \$3400 for the time period, paid monthly. This is a salaried, exempt position.

Email resumes to mrysltim@gmail.com