

## 24-25 Soccer Coordinator

Who does this person report to?

The soccer coordinator reports to Mr. Thomas Fischer, Athletic Director.

Rate of Pay: \$1,500

What is the soccer coordinator expected to do?

The soccer coordinator is responsible for scheduling, hiring, field maintenance, communication to families, and evaluations. Please see below for specifics.

January to June

- Start scheduling games with schools (Email or phone)

May

- Scheduling meeting with other soccer coordinators
- Organize rosters from AD, order K-4th grade soccer jerseys at C+C sports

May - July

- Hire all 1-8 grade coaches
- Figure out roster numbers of each team for what teams will need to be divided
- Send out soccer information on field size, ball size, game length, team size, length of game, goal size.
- Work with coaches to build practice schedule
- Build schedules for each team
- Send rosters out to coaches
- Hire refs for home games
- Type practice/game schedule into St. Clare Snap Website once finalized

July

- Send out rosters, game and practice schedules to coaches
- Plan out Kindergarten soccer
  - Teams play a 3v3 program that practice once a week on Wednesdays
  - And plays games once a week on Saturdays starting in September
  - Organize kindergarten into teams of 5 to 6
  - Build schedule
  - Find volunteers to coach the teams

Late July early August

- Practices start
- Get uniforms out to 5-8 grade teams
- Order soccer paint ahead of painting in late July at C+C sports
- Paint soccer fields
  - One 11v11 field blue paint - Field A
  - Two 9v9 fields white paint - Field A and B
  - Two 6v6 fields blue paint - Field B

Mid-August

- Games start
- Supervise all home games