## **HELENA YOUTH SOCCER LEAGUE (HYSL) DIRECTOR**

## **& MICRO PROGRAM COORDINATOR**

## **Reports To**

The Executive Director

## **Job Overview**

This position may or may not be split into two positions.

Micro program is Sundays only for pre-school-age children. Preparations require team divisions, equipment inventory, monitoring program day.

HYSL is a league for Kindergarten through 8th-grade players. Teams are separated into girls & boys per grade; K, 1st, 2nd, 3rd&4th, and Co-ed 5th- 8th preparations require team divisions, recruitment of coaches, equipment inventory, monitoring league games on Sundays.

## **Responsibilities and Duties**

**MICRO**

* Check registrations, typically 120 players, 10 – 12 teams
* Use GotSport and Excel in making teams
* Order t-shirt jerseys in different colors per group of 10 players
* Recruit parents to be team leaders
* Prepare equipment to be used on program day
* Monitor program

**HYSL**

* Check registrations enrollment usually 300 - 400 players
* Sort players into teams 24 – 38 teams using GotSport and Excel; based on school area, age/grade, gender, and requests.
* Sort 5th-8th grades evenly in the co-ed team; ages/grades and gender
* Recruit parent coaches for each team. Coaches must have credentials; SafeSport Concussion Awareness, Background checks
* Create the game schedule, accommodating coaches who have two teams, so there are no conflicts for those coaches
* Prepare HYSL Coaches bags with equipment to be handed out to coaches. Micro bags stay at soccer Dome
* Set up Coaches meetings; HYSL & Micro separately
* Prepare folders for HYSL Coaches; Rosters with contact info, Games schedule, field map, and rules of play.
* Field calls regarding teams and manage late registration

**GAME DAYS**

* Set up & take down small pop-up goals for Kindergarten & Micro each week
* Communicate with members regarding schedules, safety protocols, season information, and questions throughout the season
* Order Ribbons for end of season
* Calculate Coaches reimbursements for coaches on the last day of programs after they have handed in equipment
* Contact Photographer Kevin at [kevin@helenaphotography.com](mailto:kevin@helenaphotography.com) with pertinent information regarding teams and schedule photography times
* Collect on the last day of the program all equipment to be put away

## **Qualifications**

* Soccer knowledge required, League knowledge a plus
* Involvement with soccer 2-3 years
* Organizational skills, computer skills Excel, will train on GotSport
* Enthusiasm, Responsible, Empathetic
* Physical Abilities;
* The ability to lift 25/50 pounds regularly
* The ability to respond quickly to sounds
* The ability to move safely over uneven terrain or in confined spaces
* The ability to see and respond to dangerous situations
* The ability to work in extreme weather
* The ability to wear personal protective gear correctly most of the day