



Position: Summer Student – Sports Facilitator 2 Positions	Reports to: Technical Director	Location: 965 Winnipeg Street Prince George, BC V2L 5M9
General Accountability: The Summer Student – Sports Facilitator is expected to provide leadership and initiative towards the organization and execution of various soccer events, coaching, and field maintenance including but not limited to: Player Registration; Active Start Mini-Fest; Summer Cup Tournament; Medal Presentations; Soccer Camp; Field Marshall; Staff Coach; Acquire Sponsorships; Implement the After School Soccer Program; Contact on the Fields to relay to the Office.		
<u>Duties and Responsibilities:</u>		
Administration & Player Registration <ul style="list-style-type: none">• Represent PGYSA in a positive and professional manner as the first point of contact by greeting visitors, members, coaches and volunteers that visit the indoor facility and outdoor Rotary Fields• Answer inquiries via telephone, email and in person in a prompt, polite and efficient manner• Register players: ensure player demographics are entered correctly in the system; payment is received and accurately documented; players & coaches are allocated to the appropriate program and team• Be the contact person between coaches, parents and players at the field and the Sports Administrator and Technical Director• Weekly track of stats and any disciplinary game suspension enforcement.• Constant inventory• Help maintain the PGYSA website and Social Media accounts as directed		
Mini-Fest – PGYSA Rotary Outdoor Fields <ul style="list-style-type: none">• Work with the other Summer Student in creating a plan for the Active Start Mini Festival• Book vendors, sponsorships and all activities for the day• Set-up the fields for the day of the event and clean-up at the end of the event• Organize volunteers to supervise all activities. Ensure that every station is properly equipped with volunteers at all times• Submit the final report and return banners to Canada Soccer		
Summer Cup Tournament <ul style="list-style-type: none">• Join the U13-U18 Committee Members to assist with the preparation of the tournament• Record and post stats for each game on the Rotary Fields Schedule Board as well as the website• Constantly update the goals and points to update cross over games• Ensure MVP T-Shirts are delivered to the Coaches before each game and that photos are taken of the recipients• Present the Summer Cup Trophy to the winners of each division		

Medal Presentations

- Assist with creating the schedule to present medals to each team at the end of the season
- Be present during the medal presentations to assist with the efficient flow of presenting medals
- Organize the Technical Director and Board of Directors so that they are present

Soccer Camp

- Assist the Technical Director with the promotion, organization, and execution of the PGYSA Camps
- Look for Camp Sponsorship
- Assist the Technical Director and Sports Administrator in creating the session plans
- Coach in the Camps

Field Marshall – PGYSA Rotary Outdoor Fields

- Ensure gates are open & closed at the scheduled times
- Clean washrooms, pick-up any debris from the fields, & empty garbage bins
- Notify the Sports Administrator and/or Field Maintenance with any field concerns
- Ensure equipment is stored properly and maintained
- Help with any repairs of equipment or fields
- Help with set up and take down of the fields including line painting, nets and other equipment

Staff Coach

- Assist with program supervising and staff coaching when required
- Supervise Staff Coaches and ensure they are following the planned sessions

Duties may be added to this job description at the discretion of the Technical Director

PGYSA MISSION

To cultivate the most inclusive, positive, and passionate soccer community, promoting soccer for life based on fair play, respect, and sportsmanship.

PGYSA VISION

To build a best-in-class soccer development system strengthened by the most progressive programs for players, coaches, officials, and families.

Pay Rate: Hourly (\$16) up to 30-40 hours/week