

TOWN OF GREENE

Joint Recreation Commission

Town Hall
51 Genesee Street
Greene, NY 13778
(607) 656-4191

2020 Youth Soccer Director Job Posting

The JRC is looking for a strong leader that is willing to organize a soccer program for youth that are strictly in the Greene Central School district. This person will be responsible for making sure that all New York State COVID-19 guidelines for youth sports are adhered to. They will be responsible for making sure that these and other informational items are communicated to parents and coaches, including adjustments to the program as guidelines from NY State or the JRC board change throughout this uncertain year. Regular communication and presence at the program is expected. This individual should be well organized and willing to reinforce rules and regulations, making sure that they are closely followed this season. They will also be responsible for working very closely with the JRC board on any changes to this program as the season progresses. Knowledge of the sport of soccer is desirable, but not required. The JRC Board is also open to the idea of a “team effort,” i.e. two individuals working together in this role. This job is a paid position.

The Soccer Program Director responsibilities include, but are not limited to:

- Review NYS Youth Sports COVID-19 guidelines, and work with the JRC Board to structure the program in adherence to them
- Advertise program/registration dates, hand out and collect registration sheets, assign kids to teams/groups
- Recruit volunteer coaches, train coaches in COVID-19/safety protocols
- Equipment management, including distribution, inventory and purchasing
- Work with Lions Club on field usage
- Answer concerns and questions from parents
- Report to the JRC board and attend JRC meetings during the months prior and through the season
- Other job duties as necessary per the JRC Board

Position requirements:

- Demonstrated experience with working with groups of school age children
- Good written and oral communication skills
- Good organizational skills
- An outgoing and creative personality
- Availability to run the program between mid September and late October
- Candidates must be 18 years of age or older

Applicants should submit a letter of interest and resume, they may be emailed to mwrench@nygreene.com, dropped off at the Town Hall or mailed to:

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c/o Joint Recreation Commission
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