



TITLE: [Let's Play!](#) Coordinator (Full-Time)

About:

The Maryland State Youth Soccer Association (MSYSA) is a member of the US Soccer Federation as a National State Association and is affiliated with US Youth Soccer. MSYSA serves as the primary advocate for youth soccer in the state of Maryland and the District of Columbia. MSYSA is dedicated to offering the highest quality soccer education, player development, and programs while fostering sportsmanship, fitness, diversity, teamwork, and passion for the game.

Established in 1976, the MSYSA proudly serves a membership of 180+ affiliate clubs and leagues typically registering 67+,000 players and thousands of coaches, administrators, and volunteers. The MSYSA state office is located in Glenwood, Maryland.

Job Description:

Due to the success of our Let's Play! program we are adding new Let's Play! Coordinators to our team. The Maryland State Youth Soccer Association (MSYSA) [Let's Play!](#) Coordinators oversee the [Let's Play!](#) after-school programs that operate within various locations in Maryland and the District of Columbia. The [Let's Play!](#) Coordinators are responsible for administering [Let's Play!](#) and serve as the points of contact for all [Let's Play!](#) Coach-Mentors, and Site Leads at multiple locations. The [Let's Play!](#) Coordinators collaborate with multiple MSYSA employees and community organizations.

The [Let's Play!](#) Coordinator is a full-time, exempt position and reports to the MSYSA Director of Outreach & Grassroots. Some evening and weekend hours are required.

Duties & Responsibilities:

- Attend Let's Play! programs operating at various locations within Maryland and DC for support and evaluation
- Support Let's Play! coach-mentors and site leads
- Coordinate all functions of Let's Play! with each school location and the school leadership (Community School Liaisons – CSL)
- Recruit and hire Let's Play! coach-mentors across multiple assigned school districts
- Serve as Let's Play! Coach-Mentor or site-lead when necessary
- Work with Marketing & Communications Coordinator to promote Let's Play!
- Assist Director of Outreach & Grassroots with creation and implementation of program

curriculum

- Secure new schools and club affiliates to operate Let's Play! programs
- Train and supervise Let's Play! staff through virtual and in-person trainings and support
- Conduct mid and end of year evaluations for Let's Play! staff, parents, and school administrators
- Assist in securing funding and resources for program implementation
- Make recommendations to the Director of Outreach & Grassroots for improvement of equipment, supplies, facility, and program needs
- Track, monitor and inventory all supplies, equipment and resources for program implementation
- Create and maintain a positive learning environment
- Additional duties as assigned.

Qualifications:

- Minimum Education: High School Diploma or GED required/ College degree a plus
- Minimum Experience: three or more years of previous soccer coaching experience desired.
- Passion for and experience with urban education, health education, youth development, or sports strongly recommended but not required.
- Must have two or more years of previous experience working with elementary school-aged children, preferably in a sports setting.
- Must possess strong administrative skills and the ability to meet deadlines.
- Must be very proficient with all Microsoft Office applications (including Word, Excel, Outlook, PowerPoint, and One Drive)
- Previous supervisory experience with proven ability to set, communicate and execute team goals desired
- Ability to train, motivate and monitor team members performance a plus
- Clear and effective written and verbal communication skills in multiple settings
- Competent in leading (20-40) students, ages 6-11, through sports and life-teaching moments
- Language Skill(s): English. Spanish is a plus.
- **Must be well-organized, detail-oriented with strong ability to meet deadlines**
- Should be at least 21 years old.
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
- Must be able to complete all physical requirements of the job with or without reasonable accommodation.

- CPR & First Aid certified a plus but training can be provided.
- Creativity, problem-solving, organizational, and multi-tasking skills are vital.
- Must possess a valid driver's license, and have access to reliable transportation
- Must be eligible to work in the USA and pass annual background check

Special Requirements

- New hires must consent to and complete a criminal background check (MSYSA will cover the cost)
- New hires must complete the following training courses to meet MSYSA Mandatory compliance and program expectations:
 - SafeSport Trained Core Course
 - Heads Up to Youth Sports: Concussion Awareness
 - Positive Coaching Alliance Coaching for Youth Development
 - Positive Coaching Alliance Coaching with Empathy
 - Positive Coaching Alliance Coaching for Character
 - US Soccer Introduction to Safe & Healthy Playing Environments
 - US Soccer Grassroots Pathway (if no previous licensing exists)
 - US Soccer Foundation Mentoring in Sports: The Coach-Mentor Blueprint
 - Additional virtual training on a case by case basis.

Compensation:

Salary is commensurate with experience.

Benefits:

Paid time off, sick leave, matching 401k, branded apparel, flexible schedule, and some health benefits.

Equal opportunity employer:

MSYSA does not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin. Individuals from traditionally underserved and underrepresented groups are strongly encouraged to apply. Bilingual applicants are strongly encouraged to apply.

How to apply:

Well-qualified candidates should send their resume, cover letter, and three references to MSYSA Director of Outreach & Grassroots, Nathean Meadows: outreach@msysa.org.

Review of qualified candidates to begin immediately. This position will remain open until filled.

Any questions can be directed to Nathean Meadows: outreach@msysa.org or (410) 768-5401.