



**Volunteer Indoor Soccer Coordinator (Substitute)
Downtown Victoria YMCA-YWCA**

Vacancies: 1

Position: Volunteer

Placement: Immediate

Hours: Mondays/Fridays 1:00-3:00pm and Wednesdays 5:30-7:30pm (as needed – substitute shifts)

Nature and Scope:

The Volunteer Indoor Soccer Coordinator (Substitute) provides excellence in customer service and support, to the members and participants of the Indoor Soccer program. Reporting to the Program Coordinator- Children's Recreation Programs and Adult Recreation Sports, the volunteer in this position will facilitate a drop-in Indoor Soccer program while maintaining a friendly, welcoming and safe environment following the rules and guidelines set out by the YMCA-YWCA of Vancouver Island. This person will provide excellent customer service to all members.

The Volunteer Indoor Soccer Coordinator (Substitute) must be able to work unsupervised, commit to at least one volunteer shift a month, must stay up-to-date with all certifications and training required for the volunteer position, and must maintain open communication with the Program Coordinator - Children's Recreation Programs and Adult Recreation Sports regarding program operations, absences, or concerns as they arise.

Responsibilities:

- To coordinate recreational Indoor Soccer while following the rules and guidelines set out by the YMCA-YWCA of Vancouver Island.
- To create a safe, friendly and welcoming atmosphere.
- Provide participants with information on equipment set up/take down, rules, techniques, safety precautions and game play.
- To ensure excellent customer services is provided.
- To maintain inventory of equipment and report any deficiencies as needed.
- To maintain and develop relationships with members, participants, staff and other volunteers within the YMCA-YWCA.

Qualifications:

- Knowledge and understanding with the rules of Indoor Soccer is required
- Experience working with varying ability levels, creating a welcoming atmosphere.
- Experience playing/coaching Indoor Soccer is preferred
- Current Standard First Aid and CPR C required
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required

Competencies:

- Commitment to Health and Safety
- Commitment to Organization Vision and Values
- Customer Service

- Teamwork
- Communication
- Problem Solving
- Planning and Organization

To Apply: Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

- 1. Application Deadline:*** *This posting will close when a suitable candidate has been found.*
- 2. Please indicate in your cover letter how you heard about this position.***
- 3. We thank all applicants, but only short-listed candidates will be contacted.***

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.