



## **Program Coordinator Job Description - North Denver (Girls Programming)**

### **About SWB Colorado:**

Soccer Without Borders (SWB) is a non-profit organization that uses soccer as a vehicle for positive change, providing newcomer refugee, asylee and immigrant youth with a toolkit to overcome obstacles to growth, inclusion, and personal success. Our programs provide youth who are traditionally excluded from extracurricular opportunities with a platform for positive engagement, an avenue for personal growth, and a toolkit for a brighter future.

SWB's vision is to build a more inclusive world through soccer, where all youth have the opportunity to reach their inherent potential. Newcomer youth are one of the most vulnerable populations in the United States today, facing complex barriers to integration, academic success, and leading happy and healthy lives. Our model is rooted in research, which helps us understand the complex factors that affect the youth, families, and communities with whom we work. SWB's model includes four organizational lenses: access and inclusion, health, youth development, and trauma-informed practices, each representing a body of research that informs our program design. Our programs integrate the three pillars of soccer, education, and community, supporting our participants to grow, integrate, and be successful.

SWB Colorado provides services for newcomer youth in East Denver (Arapahoe and Denver Counties), North Denver (Adams and Denver Counties), and in Weld County (Cities of Evans and Greeley). Program Coordinators with SWB Colorado support the following program types: TEAM programs for middle school and high school aged youth during the Fall and Spring school year seasons; Summer Camp programs for K-12th grade aged youth in June and July; the Youth Leaders Program for high school aged participants; and Clinics that serve as gender equity accelerators, community events, or as adjacent programming for community clinics providing resources to newcomer families.

### **The Position**

The Program Coordinator (North Denver) is responsible for co-leading the following programming activities:

- TEAM Program at Thornton Middle School (September to November and February to May)
- TEAM Program at Thornton High School (September to November and February to May)
- Denver Metro Area Summer Camps (June & July)
- Youth Leaders Training and Supervision during summer and/or school-year seasons (TBD)
- Clinics decided on by Hub staff (TBD)

Specifically, this Program Coordinator's role will have a focus on specialized programming for female-identifying participants for TEAM programs at the middle and high school level. This Program Coordinator role will lead on program planning and implementation for the Girls Middle School Season in the Spring at Thornton Middle School and the TEAM Program at Thornton High School High during the Fall and Spring, supported by their North Denver Program Coordinator Co-Lead. In addition to Co-Lead support from the other North Denver Program Coordinator, this Program Coordinator role will be supported by a part-time, assistant coach during the Girls Middle School Season and during the TEAM Program at Thornton High School Fall and Spring seasons.

All Program Coordinators at SWB must be engaging, dynamic, and creative leaders who are excited to serve the organization's mission and to create spaces of belonging for newcomer youth. Program Coordinators serve as liaisons with key program partners (school partners, district partners, city partners, other community-based organizations), implement SWB's Safeguarding policies and protocols on and off the field, and provide off the field support to participants that support their social-emotional learning and positive development. Program Coordinators are also responsible for managing part-time SWB employees (assistant coaches during the school year and summer) and volunteers. Program Coordinators are asked to hold multiple projects at one time and to prioritize their work to maximize SWB's impact. Lastly, all Program Coordinators should believe in the transformative power of soccer and bring coaching or playing experience as part of their qualifications for the role.

**Direct Service (40%):**

- Envision and deliver high-quality English-integrated soccer programming that centers the needs of newcomer youth.
- Build relationships with youth and families, including recruitment and retention.
- Facilitate SWB's program model for all program types (TEAM, Camps, Clinics).
- Manage individual youth support and check-ins, in partnership with their North Denver Program Coordinator Co-Lead.
- Facilitate trauma-informed and restorative practices when supporting SWB youth.
- Lead off-the-field activities supporting the holistic development of participants determined by each program site (1-on-1 tutoring, leadership classes, English language development classes, etc.).

**Planning, Partnership Management, and Data Entry (30%):**

- Direct program planning in partnership with their Program Coordinator Co-Lead, designing high-quality programming that serves unique linguistic needs and varied soccer skill levels of participants.
- Serve as lead partnership manager at program sites, serving as a liaison between SWB and the organization's program partners supporting all aspects of successful program implementation (attending school events, designing recruitment strategies, managing wait lists, working with school enrollment teams, etc.).

- Process new enrollments and profile updates, record attendance, and input survey data in data management platform UpShot.
- Maintain high standards of monitoring and evaluation, ensuring quality and accuracy of data.
- Identify and cultivate partnerships that enhance program delivery (identifying local leagues, field partners, referral sources for families and participants, etc.).
- Manage the TEAM Middle School, TEAM High School, and Summer Camp budgets in partnership with their Program Coordinator Co-Lead and Program Manager.

#### **Part-Time Employee and Volunteer Management (10%):**

- Manage 1-2 part-time employees serving in Assistant Coach roles - communicating expectations, scheduling, supervising on-site, and providing feedback.
- Manage 3-5 volunteers serving in support roles with program sites - communicating expectations, scheduling, supervising on-site, and providing feedback.

#### **Professional Development (10%):**

- Engage in weekly Coach Craft development by completing FAMILY Frameworks, collaborating with SWB coaches locally and across the organization, and participating in shared learning spaces with Colorado teammates each month.
- Participate in professional development training offered by SWB locally and nationally (Coach Foundation and Exchange Learning Trips).

#### **Strategic Planning (5%):**

- Partner with Director and Program Manager to implement SWB Colorado's three-year strategic plan, modifying and adapting the plan as needed.

#### **Organizational Participation (5%):**

- Event planning & participation (including fundraising events such as Small Goals, Big Change).
- Communications (providing material for social media and other methods, stories, photos, videos, etc.).

#### **Preferred Skills and Qualifications**

- Bachelor's degree or equivalent skills.
- 1-2 years of relevant work experience.
- Proven problem-solving skills and ability to address challenges with creative solutions.
- Strong communication abilities, including the ability to communicate positively and effectively with diverse audiences.
- Excellent organizational skills, strong attention to detail and ability to meet deadlines consistently.
- Comfortable coordinating large groups of people, youth, and adults.
- Commitment to the potential of all young people, and the power of sport to create social change.
- Demonstrated leadership skills, strong ability to inspire and coordinate a team to deliver impact.

- Relevant lived experience.
- Cross-cultural experience.
- Proficiency in multiple languages.
- Experience with a team sport and/or sports-based youth development organization.
- Driver's license and personal transportation.
- Work authorization in the United States.

### **Compensation**

Soccer Without Borders values all contributions to the mission and prioritizes internal compensation equity over external benchmarks. We invest our resources in mission delivery first and foremost, and view resource development and stewardship as a full team effort. We approach staff wellness and benefits holistically, investing in staff development, training, professional growth opportunities, travel opportunities, wellness days, team-building, and empathetic work environments in addition to base compensation and benefits. This whole-person approach has led to an average annual retention rate of over 90% for full-time staff.

The North Denver Program Coordinator position is a full-time position with an ideal start date of October 1st, 2024, reporting to the Program Manager. The salary range for this position is \$45,000-\$47,500, with a starting salary determined by a combination of experience and location. Benefits include an employer sponsored healthcare plan, 401k plan, 15 paid holidays, paid family and medical leave, 6 weeks of paid time off built into the annual program calendar, 5 additional days of paid time off to be used at employee's discretion, and paid sabbatical leave after 5 years.

### **Application Process**

To apply for this position, please send a resume and cover letter (or video recording) to Program Manager, Sadie Butler ([sbutler@soccerwithoutborders.org](mailto:sbutler@soccerwithoutborders.org)), that answers the questions:

- Why is this position right for you at this point in your career?
- Why are you interested in the Soccer Without Borders mission?
- What about your experience makes you a great fit for this position at Soccer Without Borders?