



Program Coordinator - Soccer Without Borders

Oakland, CA

Soccer Without Borders is seeking a dynamic self-starter to join our team as a Program Coordinator in Oakland, California. We are excited to connect with the right person, and can be flexible in shaping the position to your skills and interests. Soccer Without Borders (SWB) is a non-profit organization that uses soccer as a vehicle for positive change, providing under-served youth with a toolkit to overcome obstacles to growth, inclusion, and personal success. Since our founding in 2006, SWB has built collaborative programs in the U.S. and abroad, currently operating six year-round programs in three countries.

About Us

Our 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. 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 three pillars of soccer, education, and community, supporting our participants to grow, adjust and be successful.

SWB Oakland has been serving the newcomer community in Alameda County since 2006. The organization works with middle and high school students during the school year, and elementary, middle, and high school students in the summer months. After-school programming integrates English Language Development with soccer and academic support. High school programming also offers college preparation workshops to prepare high school participants for the future.

About You

SWB Oakland is seeking a motivated, and organized individual to join our team as the Program Coordinator at our site at Castlemont High School. As a member of the leadership team, the Program Coordinator should be energetic, dynamic, engaging and creative as a leader. While this role will have the support of an assistant and volunteers, the coordinator should be a self-starter, entrepreneurial individual able to take the initiative and be a problem solver. Experience working with youth, coaching soccer, and ability to plan/adapt practice sessions according to age and ability will make a strong applicant. Additionally, the Program Coordinator should be dedicated to creating an inclusive atmosphere for all participants, communicating and implementing team rules and positive culture, and showing an active interest in getting to know all program youth and their families. Lastly, the Program Coordinator should show a commitment to SWB values, SWB Oakland program priorities, and a belief in the transformative power of soccer.

About this Position

This position will be responsible for planning and leading implementation of after-school programming at Castlemont High School and Ruidsdale High School. The Program Coordinator will be the head coach of either the Castlemont boys or girls team, depending on candidate fit. Along with their responsibilities at Castlemont High, the Program Coordinator will also lead or support another Soccer Without Borders team which will be determined based on the needs of the program and fit of the candidate. will include English-integrated soccer practice, community building activities, and homework help. The continued success of this program will depend heavily on the relationships developed between the Coordinator, students, school partners, and families. Additionally, the Program Coordinator will support the organization through administrative and program support roles as described below. We are looking for the best fit for this program and aim to maximize the strengths of the person in this position.



Team Leadership (20%)

- Actively participate in the Oakland team through weekly meetings
- Supervision and professional development of alumni assistant coaches
- Oversee and maintain healthy relationship with Site Staff/Community
- Support both Boys/Girls programs at Castlemont High School and ensure program quality

Direct Service (60%):

- Lead comprehensive, holistic, and youth-centered programming with newcomer youth throughout the year, including after-school and summer programming
- Direct program planning & facilitation using the 9-point practice plan and Complete Season Checklist
- Lead player recruitment and retention
- Academic monitoring and advocacy
- Intern & Volunteer supervision, feedback, and escalation of cases for concern
- Game Preparation (including transportation coordination with Supervisor)
- Student & Family Engagement (including house visits and mentor matches)

Program Support (20%): The Program Coordinator will also play a key role in securing the inputs needed to ensure SWB Oakland can operate successfully.

- Timely Monitoring & Reporting (Attendance/Academic Reporting & coordination with SWB staff)
- Event Planning & Participation (including fundraising events such as Small Goals Big Change)
- Partnership cultivation and maintenance
- Other projects as assigned

Required Skills and Qualification

- Spanish language proficiency
- Bachelor's degree or equivalent skills
- Driver's license
- Ability to communicate positively and efficiently with many audiences
- Excellent written communication skills, especially over email
- Excellent organizational skills and ability to prioritize tasks
- Ability to work independently and take initiative
- Excellent problem-solving skills and ability to address challenges with creative solutions
- Comfort coordinating large groups of people, both youth and adult
- Strong attention to detail and ability to meet deadlines
- Commitment to the potential of all young people, and the power of sport to create social change.
- Experience with a team sport and/or sports-based youth development organization

Time and Compensation

The Program Coordinator position is a full-time position based at our Oakland, CA office and Alameda County site (Castlemont High School), beginning in June. While the majority of this position will be completed during the weekday, oftentimes events and training will occur on weekends and evenings, and transportation support is occasionally required. This salary for this position will be between 36-40K with opportunity for growth. This position includes a health care stipend, generous vacation time, a flexible work environment and a 401k retirement savings plan. Unfortunately, SWB is not able to provide visa sponsorship. SWB encourages persons of any race, ethnicity, faith, sexual orientation, gender identity, and background to apply.

Interested?

Please send a meaningful email introduction including how you heard about this position along with a resume to SWB Oakland Program Manager Ye-Htet Soe at Ye-Htet@soccerwithoutborders.org. To help us with our process, please put "SWB Program Coordinator" in the title.