



kandelia

Soccer Coordinator

Kandelia's mission is *to address systemic inequities so immigrant and refugee families and communities can thrive without having to compromise values, heritage or ethnicity.*

Position Overview

Hourly Rate: \$25.29/hr, Full-time, Non-Exempt

Full-time employees are eligible for health insurance, ORCA card, Professional Development/ Wellness Budget, Paid Time Off (Vacation, Sick, Wellness Days and Paid Holidays)

Location: This role will be primarily based at the Seattle World School, with occasional duties at the Kandelia Office and/or travel throughout the Seattle metro area. This position may be available for some remote work.

Hours: Full-time Monday through Friday, with some flexibility and occasional weekends for games/tournaments

Reports to: Youth Program Manager

Summary: Kandelia seeks a community-minded, mission-driven, and service-oriented candidate to strengthen its Youth Program with a demonstrated passion for teamwork, social justice, and education to join our team.

The Full-Time Soccer Coordinator will support our staff in achieving our mission of reducing institutional barriers preventing success and put refugee and immigrant youth and families on a path toward success in school, work, and in life opportunities. The Soccer Coordinator will report to the Youth Program Manager with significant collaboration with other members of the Kandelia Youth Program team and community partners. Though the position supports newly arrived students in our Youth Program, **this position will be focusing specifically on supporting students interested in participating in soccer, and other physical activities/sports.** The focus of this position may change in the future as the needs of the program or community shifts.

Application

To apply, please email a copy of your resume and cover letter to hr@kandelia.org. Priority deadline is **June 5th, 2023**. Application open until filled.

Core Responsibilities

Program Recruitment, Outreach, and Communications

- Coordinate community outreach efforts to increase student enrollment
- Develop event calendar to support student participation, class enrollment, and community building
- Implement programs that align with organization's vision, mission and goals and student interests
- Create outreach materials in multiple languages using available translation support
- Work with school and community partners to equitably enroll students
- Work with staff and partners on special events that publicize the organization and programs to the community

Program Quality and Impact Reporting

- Oversee weekly soccer activities, including practices and games
- Coordinate logistics for soccer program, physical activity and sports classes
- Coordinate schedules for instructors, volunteers, and students
- Process and maintain information related to students and programs while utilizing Kandelia's confidentiality policy
- Create and administer student surveys to measure and ensure program quality
- Support, supervise, help and "fill in" in classes when needed
- Manage materials, supplies, and equipment needed for program success
- Work with partners to adjust curriculum and lesson plans per student needs
- Regularly report program accomplishments and needs to Kandelia team and partners

Removing Barriers and Supporting Participation

- Maintain regular contact and build relationships with students enrolled in after school programs, through phone calls, text messages, Talking Points, and email
- Work with team to follow up with students with low participation or attendance barriers
- Oversee collection, distribution and tracking of culturally responsive snacks and meals
- Reserve and coordinate bus times and transportation for field trips, as needed
- Tracking and maintaining the lending and borrowing of Kandelia equipment
- Coordinate transportation for after school students

Other Requirements

- Legal clearance to work with minors and within a school is non-negotiable and you must pass a background check and any other tests required by Seattle Public Schools or government partners
- Strong ethics, maturity, and appropriate boundaries for adult interactions with minors, including compliance with all Seattle Public Schools HR and reporting requirements
- Must be available to work flexibly, including occasional evenings and rare weekends
- Physical demands include working at the computer but also loading and transporting supplies (boxes up to 50 pounds, paper, printers, supplies, computer, t-shirts, food, etc.)

Characteristics

- Preferred: Fluent in language other than English or trained to work with English Language Learners. Ideal languages include Spanish, Quiche, Russian, and Ukrainian
- Preferred: Experience coaching soccer and/or sports programming for youth ages 13-21

- Strong connection to the Kandelia mission
- Empathy, humility, flexibility and willingness to serve and lead
- Flexible, resilient, and able to deal with unexpected and unplanned challenges
- Cultural competency learned from experience with diverse needs, challenges and communication styles
- Kindness, discretion, and respect in telling the stories of our students and families in a way they would find authentic and never exploitative
- Must have the utmost integrity and an ability to process, protect and exercise discretion in handling confidential information and materials
- Professional and ethical commitment to student and family protection and privacy

This position is "at will," which means that either you or Kandelia may terminate the relationship for any or no reason, with or without advance notice

Kandelia is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, veteran status, marital or domestic partner status, or religious affiliation.