

**Applications are being accepted for the Winsloe Charlottetown Royals FC
(the “Club”) Program Coordinator (Summer Student) Position**

Applicants must have a high school diploma, an outgoing personality and access to a motor vehicle. Previous experience working with children is also an asset. Successful applicants will need to provide a clear criminal record check and vulnerable sector check.

Reporting to the Executive Director, the Program Coordinator will support the Club with its programming.

Start Date: Mid April (Exact Date To be Determined)

End Date: Mid to Late August

Hours will be confirmed at the beginning of the employment term, but candidates must be available to work evenings during programming, some Saturday mornings, week-day mornings during camps, and weekends during the annual tournament.

Hourly Rate: starting at \$18.00

Job Summary:

The Program Coordinator ensures the effective development and management of players and teams at the U15 and U18 levels. This role focuses on team selection, supporting and advising coaches, monitoring player progression, and aligning with the club’s philosophy. Additionally, the Program Coordinator will assist with general club programming, events, and operations.

On-Field Duties:

1. Coaching
2. Running WCRFC Summer Camps with the guidance of WCRFC Executive Director
3. Making sure fields are in proper condition, including placing corner flags, shades when appropriate, checking netting and the overall condition.
4. Assist technical staff and coaches in delivering training sessions.
5. Provide guidance and support to U15 & U18 development teams, ensuring alignment with club objectives.
6. Support the Timbits Grassroots Program (U3-U7) when needed.
7. Help run WCRFC Summer Camps alongside the Executive Director.
8. Ensure fields are properly set up before training and games (e.g., placing corner flags, checking netting, setting up shades when appropriate).

9. Tournament Operations.

Administrative Duties:

1. Liaising with and supporting coaches with respect to such things as criminal record checks, field schedule, equipment and kits, and referee fees.
2. Assist the Executive Director with emails, operational tasks, and other administrative duties.
3. Be present at the clubhouse to answer questions from members and city representatives.
4. Clean and stock the canteen if needed.
5. Send reminders about games and training sessions to players, coaches, and staff.
6. Communicate with members, coaches, and technical staff to ensure smooth operations.
7. Assist with setting up team practice schedules and sending reminders.
8. Attend meetings with technical staff to improve player development and club operations.
9. Organizing Youth Program equipment and completing a clubhouse inventory at the beginning and end of the season
10. Numerous other duties as required.

Applications should include a resume and a written statement in 250 words or less describing the skills and attributes that would make them a good fit for this position.

Please send your completed application to wcrfccoordinator@gmail.com on or before March 20, 2025

