

**Applications are being accepted for the Winsloe Charlottetown Royals FC
(the “Club”) Timbits Soccer Grassroots 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 Timbits Soccer Grassroots 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, weekday mornings during camps, and weekends during the annual tournament.

Hourly Rate: starting at \$18.50

Job Summary:

The Soccer Grassroots Program Coordinator is responsible for planning and implementing the Timbits Grassroots Program (U3-U7) while assisting the Grassroots Development Coordinator with U9 programming if needed. This role focuses on developing early-stage players, mentoring coaches, and ensuring a fun and engaging soccer experience for young athletes.

On-Field Duties:

1. Coaching
2. Running WCRFC Summer Camps with the guidance of WCRFC Executive Director
3. Timbits Soccer Grassroots Program communications.
4. Lead and oversee the Timbits Soccer Grassroots Program (U3-U7), including scheduling, planning, and supervising coaches.
5. Train and mentor Timbits Soccer Grassroots coaches to ensure high-quality programming.
6. Plan and implement weekly Timbits Soccer Grassroots Program sessions, including:
 - Warm-up games related to weekly themes.
 - Skill stations using club drill resources.

Game conditions adapted to the week's focus.

7. Organize and maintain equipment for the Timbits Grassroots Program.
8. Assist the Grassroots Development Coordinator with U9 programming if needed.
9. Help run WCRFC Summer Camps alongside the Executive Director.
10. Ensure fields are properly set up before training and games (e.g., placing corner flags, checking netting, setting up shades when appropriate).
11. 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. Schedule Timbits Soccer Grassroots Program coaches weekly and track their hours for payment submission.
4. Communicate Timbits Soccer Grassroots Program sessions and expectations with coaches.
5. Support coaches with field schedules, equipment, and administrative requirements.
6. Attend meetings with technical staff and the Executive Director to align club programming.
7. Assist in maintaining clubhouse inventory and organizing youth team equipment.
8. Help with general club communications, including emailing members, setting up schedules, and responding to inquiries.
9. Send reminders about games and training sessions to players, coaches, and staff.
10. Communicate with members, coaches, and technical staff to ensure smooth operations.
11. Assist with setting up team practice schedules and sending reminders.
12. Organizing Timbits Soccer Grassroots Program equipment and completing a clubhouse inventory at the beginning and end of the season
13. 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, 2026

