



Park Valley United Job Description

Title: Assistant Recreational Director, Part-time

Salary: \$6,000

Schedule: Seasonal (March-July, September-October)

Reports to: Joe Ginsburg

February 2023

PVU Description

Our mission at PARK VALLEY UNITED FC is to provide all players in St. Louis Park, Golden Valley and the surrounding communities, the opportunity to reach their fullest potential as a person and player through a positive soccer experience.

We accomplish this through the teaching of teamwork, sportsmanship, technique, skills, athleticism, and tactics in a way that is specific to every player's developmental needs. Player learning objectives are met through a variety of soccer programs led by a full-time staff of Directors of Coaching and Player Development, coaches with soccer playing and coaching backgrounds, as well as USSF (United States Soccer Federation) and United Soccer Coaches Association coach education licenses.

Position Overview

The Recreational Director will be directly responsible to the Club Manager on all matters of rec soccer. S/he will serve on behalf of Park Valley in ensuring that the goals of the recreational program are carried out on a daily basis.

Essential Duties and Responsibilities

1. Coordinate PVU Rec teams
 - Create teams in BYGA
 - Train and mentor volunteer coaches
 - Train and mentor all PVU trainers and referees
 - Schedule PVU games at Louisiana Oaks and Sandburg Middle School
 - Prep facilities for practices and events
2. Act as site supervisor for events at Louisiana Oaks in the Fall and Summer
3. Help with all communications to coaches and parents
 - Schedules-practice times/game times
 - Uniforms
 - General recreational questions
4. Maintain and update the PVU recreational pages on the website
5. Create and monitor registration numbers and help families troubleshoot

Education and/or Experience:

- Bachelor's Degree
- Flexible schedule-work evenings and weekends
- Understanding of email and microsoft excel/word
- Bonus: understanding of BYGA

Competencies:

- Positive and supportive, able to work under pressure with a helpful attitude
- Flexible thinker who can identify potential problems before they arise
- Demonstrated ability to get along well with all types of people; good team player
- Organized and great with time management
- High standards of customer service

To apply: Submit letter of interest and resume to clubmanager@parkvalleyunitedfc.org