



**Soccer Without Borders Bay Area  
Girls Program Coordinator  
Bay Area, CA**

As one of the few global languages, soccer has the power to shape the world for the better. Soccer Without Borders (SWB) uses soccer as a vehicle for positive change, providing under-served youth in the U.S. and abroad with a toolkit to overcome obstacles to growth, inclusion, and personal success. Founded in 2006, Soccer Without Borders has reached over 15,000 young people in 12 countries on four continents and has been recognized with the FIFA Diversity Award, the Lipman Family Prize, and the Robert Wood Johnson Sports Award. With a focus on the social inclusion of newcomer youth and girls, our holistic programs provide participants with a platform for positive engagement, an avenue for personal growth, and a toolkit for a brighter future.

**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 underserved 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 Bay Area 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 Bay Area is seeking a motivated and organized individual to join our team as a Program Coordinator. The Program Coordinator should be energetic, dynamic, engaging, and creative as a leader. While this role will have the support of other staff and volunteers, the coordinator should be a self-starter, an 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 program priorities, gender equity, and a belief in the transformative power of soccer.

**About this Position**

This position will be responsible for planning, leading, and supporting the implementation of SWB's holistic, soccer-based programming at two public high schools in the Bay Area. The Program Coordinator will be the head coach of a girls' team at each site. Programming will include English-integrated soccer practice, community-building activities, social-emotional learning support, and educational support on the school campus. The continued success of this program will depend heavily on the relationships developed between the Program 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.



### **Direct Service (70%):**

- Lead comprehensive, holistic, and youth-centered programming with newcomer youth throughout the year, including after-school and summer programming
- Direct program planning & facilitation
- Lead player recruitment and retention
- Monitor academic performance and school attendance of participants
- Prepare for games and plan transportation coordination with the supervisor
- Collaborate with school staff and have a presence at campus 1-2 days per week
- Support students' academic performance and school engagement through school-day 1- on-1 academic check-ins, social-emotional learning circles, pullouts, and push-ins.

**Program Support (30%):** The Program Coordinator will also play a key role in securing the inputs needed to ensure SWB can operate successfully.

- Timely monitoring & reporting (Attendance and Academic Reporting & coordination with SWB staff).
- Event support & participation (including fundraising events)
- Complete and participate in SWB's comprehensive training, including restorative practices, social-emotional learning, coaching craft, and school partnership training.
- Actively participate in the team through weekly meetings at Oakland International High School
- Oversee and maintain healthy relationships with school site staff and community partners
- Other projects as assigned

### **Skills and Qualifications**

- 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

### **Compensation Philosophy**

Soccer Without Borders values all contributions to the mission and prioritizes internal compensation equity over external benchmarks. We invest our resources in mission delivery first and foremost and view resource development and stewardship as a full team effort. We approach staff wellness and benefits holistically, investing in staff development, training, professional growth opportunities, travel opportunities, wellness days, team-building, and empathetic work environments in addition to base compensation and benefits. This whole-person approach has led to an average annual retention rate of over 90% for full-time staff.



The Program Coordinator position is a full-time position based at our Oakland, CA office and East Bay or San Francisco school sites (to be determined, based on the candidate and staffing needs), beginning on November 1st or as soon as possible thereafter. To accommodate after-school and weekend games and activities, SWB Bay Area's standard work week is Tuesday through Saturday from 10:00 am to 6:00 pm. While the majority of this position will be completed during these times, occasional events and training will occur outside of these work hours. The salary for this position will be \$45,000 - \$48,000. This position includes a health care stipend, generous vacation time, a flexible work environment, and a 401k retirement 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 or cover letter including how you heard about this position along with a resume to Ye-Htet at [Ye-Htet@soccerwithoutborders.org](mailto:Ye-Htet@soccerwithoutborders.org). To help us with our process, please put "SWB Program Coordinator" in the title.