

Job Description: Part-Time Soccer Program Operations Assistant

Location: East Boston, MA

Reports To: Program Operations Manager

Employment Type: Part-time

Wage: \$20/hour (approx. 10-15 hours per week)

About Us:

Boston Scores is a non-profit youth program formed in 1999 that serves K-12 students in the City of Boston and surrounding communities. Our mission is to help urban youth build essential life skills through soccer and team-based enrichment programs. We are dedicated to providing free, high-quality, soccer-based afterschool and summer learning programs that foster the development of young people through sports, education, and community engagement. We strive to create a safe, supportive, and enriching environment for all participants.

In 2024, we opened a new headquarters, education center and multi-field soccer park in East Boston.

Learn more at www.bostonscores.org

Position Overview:

We are hiring three (3) part-time program assistants to help oversee the operations and maintenance of our East Boston soccer fields, set-up for elementary & middle school soccer matches and special events in neighborhoods throughout Boston, and make supply and equipment deliveries to partner schools around the city.

Applicants **MUST** have their own reliable automobile to be able to perform this job, as you will be transport soccer goals and boxes of equipment to sites around Boston on a regular basis.

Hours are flexible/negotiable for each program assistant, with work opportunities on evenings, weekends and Mondays through Fridays between 8 AM and 5 PM. Approximately 15 hours of work per week are available for each assistant, though there will be variation from week to week based on our event schedule. This job can be coordinated to work around a college study schedule or student-athlete schedule. All applicants must be 18+.

Key Responsibilities:

- Event team: Help to coordinate K-8 soccer Game Days at parks around the city. Set up soccer goals and cones, greet and orient game officials and arriving teams, prepare and bring first aid kits, pinnies and other supplies in your Game Day bag each week.
- Field Preparation: visit Boston city park and playgrounds to mark out and paint fields and remove debris ahead of youth soccer matches.
- Equipment Inventory: Help to load & unload shipments; count and maintain orderly inventories of program supplies and equipment at our East Boston field house
- Deliveries: Pick up supplies & equipment from our East Boston field house and deliver to schools around Boston as needed
- Field maintenance: Help to maintain the grounds and facilities of Boston Scores' new 5-field soccer park in East Boston
 - Ensure all materials and supplies are procured and delivered for these programs.
- General Operations Support:
 - Other duties as assigned by the Program Operations Manager

Qualifications:

- Must be 18 years of age or older
- Must have a valid driver's license and regular access to a reliable automobile
- Candidates who have regular flexibility to work weekend and evening hours are strongly preferred.
- Must be able to consistently show up for work shifts when scheduled.
- Passion for the sport of soccer is a plus. At a minimum, all applicants should be familiar with the basic rules and equipment of the sport
- Spanish language proficiency is a plus.

Compensation & Work Culture:

- \$20.00 per hour wage
- Mileage reimbursement for company work involving use of your personal automobile
- Flexible and negotiable schedule to accommodate your lifestyle and other responsibilities
- Professional development opportunities
- Positive and supportive work environment

Application Process:

To apply, please submit your resume and references to mariel@bostonscores.org by March 7, 2025.

Boston Scores is an equal opportunity employer and encourages applications from all qualified individuals. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Note: This job description is intended to provide a general overview of the position. It is not an exhaustive list of all responsibilities, skills, or qualifications associated with the role.