



Job Opportunity: Youth Development Coordinator at the Philadelphia Union Foundation's Chester Union Soccer Club

Location: Chester, PA (Applicants must be local to Chester or the surrounding area.)

Type: Part-time/Contract, 20 hours/week for 32 weeks/year

Chester Union, a philanthropic soccer club powered by the Philadelphia Union Foundation, is dedicated to using soccer to drive positive social change and promote community engagement in the Greater Philadelphia region. We're seeking a dynamic and community-oriented individual to join our team as a Youth Development Coordinator.

Position Overview:

The Youth Development Coordinator plays a vital role in supporting Chester Union's day-to-day operations, ensuring the delivery of programs and services, and engaging with the community. The successful candidate will work closely with the Foundation Manager and Coordinator of Charitable Programs and Operations, Chester Soccer Committee, volunteers, participants, and the wider community to promote accessible soccer and educational programs to underserved youth in Chester.

Key Responsibilities:

- Coordinate administrative and operational tasks to ensure the club's efficiency.
- Organize refreshments and transportation for games and events.
- Serve as a liaison between the club, participants, and the broader community.
- Support the implementation of the club's initiatives and events.
- Foster a safe and inclusive environment, promoting teamwork, discipline, and personal growth.
- Manage communications and maintain records of club activities.
- Facilitate community engagement and coach/volunteer coordination.

Qualifications:

- Experience in administration or support management, preferably in a non-profit soccer club or community-based organization.
- Strong organizational, communication, and interpersonal skills.
- Ability to work collaboratively with diverse groups, including youth, families, and community partners.
- Spanish-speaking is a plus.
- Passion for soccer and community development.



- PA and Federal Clearances must be completed prior to hire and start date.
- USSF C License or higher preferred.

Scope of Work:

- 20 hours a week for 32 weeks a year.
- Monthly updates to the Manager and Coordinator of Charitable Programs and Operations.
- Assist with player registration, attendance tracking, and distribution of equipment and uniforms.
- Support coaches planning and execution of weekly training sessions, games, tournaments, and special events.
- Manage and be on-site for games, sessions, tournament and other Chester Union scheduled events and as directed by the Manager of Charitable Programs and Operations.

Application Process:

To apply, submit your resume and cover letter detailing your commitment to community development and passion for soccer to foundation@philadelphiaunion.com We look forward to hearing from you!