Position: Part-Time Volunteer Coordinator
Organization: Sunshine Coast Youth Soccer Association (SCYSA)
Start Date: August 2026
Location: Sunshine Coast, BC
Term: 2026/27 Soccer Season (August–March)
Hours: Part-time (hours will vary throughout the season, to a max total of 500-600 hours)
Compensation: to be negotiated ($22-$24 range)

About the Role
The Sunshine Coast Youth Soccer Association is seeking a highly organized and community-minded Volunteer Coordinator to support the successful delivery of our 2026/27 season. This role is essential in ensuring our programs and events run smoothly by recruiting, organizing, and supporting our valued volunteers. This role is at the heart of our club community, helping recruit, support, and cheer on the incredible volunteers who make our programs, events, and game days possible.

This is a flexible, part-time paid position with fluctuating hours. Workload is heavier at the start of the season (August–September) and around major events, with lighter ongoing coordination throughout the year.

Key Responsibilities

Volunteer Coordination & Communication

- Lead outreach to team-related volunteers at the start of the season (coaches, assistant coaches, team managers, etc.)
- Confirm volunteer roles and maintain up-to-date volunteer lists
- Act as the primary point of contact for all volunteer inquiries and support
- Ensure volunteers feel informed, supported, and appreciated throughout the season

Event Support & Oversight

Coordinate and oversee volunteers for the following key events (must be available for organization of, and in attendance for event dates):

- Kick-Off Jamboree – September 19, 2026
- Year-End Tournament – March 7, 2027 (TBC)
- Awards Night – March 11, 2027 (TBC)
- Two Coach & Volunteer Appreciation Nights – October/November and January/February (dates TBC)

Responsibilities include scheduling volunteers, assigning roles, ensuring adequate coverage, and troubleshooting during events.

Volunteer Program Management

- Oversee club-wide volunteer opportunities and identify gaps where support is needed
- Recruit volunteers for events and one-off needs throughout the season, including spearheading volunteer recruitment initiatives within the community outside the association membership
- Track volunteer hours, including monitoring participation related to volunteer fee reimbursement programs
- Maintain accurate records of volunteer engagement

Collaboration & Administration

- Work closely with the Board and program coordinators to align volunteer needs with programming
- Assist in improving volunteer systems, processes, and communication tools
- Support a positive, inclusive, and community-focused club culture

Skills & Qualifications

- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to manage multiple priorities and adapt to changing needs
- Team-oriented with a collaborative approach
- Flexible and solution-focused mindset
- Creative thinker with the ability to improve processes and engagement
- Experience working with volunteers, events, or community organizations is an asset

Additional Information

- Must be available for all key events listed above
- Familiarity with youth sports organizations is considered an asset
- Access to a computer and ability to manage communications remotely
- Hourly wage and seasonal commitment to be negotiated.

Why Join SCYSA?
This is a great opportunity to contribute to a vibrant community organization and play a key role in delivering positive experiences for youth, families, and volunteers across the Sunshine Coast. The volunteer coordinator role is a great way to gain experience building and leading teams and getting experience working with a Board of Directors. It offers creativity in implementation of tasks and room for growth with the club.

How to Apply
Please submit a brief expression of interest outlining your relevant experience and availability, as well as a resume to coastsoccer@gmail.com.