



## **Brussels Sports Association Soccer Program Co-Director**

### **Position Description:**

The BSA Soccer Program Co-Director supports the Managing Director in implementation, support and growth of the BSA Soccer Program. This volunteer position requires approximately 10 hours per week during the 8-weeks of the BSA Soccer Fall, Winter and Spring seasons. The position also requires approximately 10 additional hours throughout the year for BSA Board meetings and planning. The BSA Soccer Program Co-Directors work with the BSA Board of Directors by providing insights and feedback about the Soccer Program, helping to generate ideas for growth and improvement of the organization, and by positively representing BSA throughout the community.

### **Values:**

The BSA Soccer Program Co-Directors bring a commitment to the international community and a belief in the importance of sportsmanship and fair play. They have experienced the benefits of sport in their own life and believe that all children can learn the values of fairness, hard work, communication and fun through sports. They are dedicated to working with internationally diverse children and their families. They believe that volunteerism is an integral part of creating a vibrant, supportive and positive world and are committed to generously sharing their time in that effort.

### **Key Skills:**

- Organized and able to strategically manage their time to ensure that communications with Soccer Program families are made in a timely manner.
- Able to communicate across cultures with patience, clarity and understanding. All BSA communication is done in English, but additional language skills are a welcome asset.
- Able to think outside the box and be creative when managing challenges.
- Enthusiastic about sports in general and soccer specifically. Being a “Soccer person” is a plus!
- Have solid written and verbal communication skills.
- Basic computer skills, including some experience with Excel and Google products.
- Comfortable representing themselves as a member of the BSA leadership team.
- Be willing to work with other soccer clubs throughout Belgium to organize matches for both the boys and girls.
- Able to provide coaching for the Fall, Winter and Spring seasons.

### **Key Responsibilities:**

- Support the Managing Director in outlining season program goals and requirements based on projected program interest.
- Communicate by email with BSA Soccer families regarding teams, schedules, volunteer coaches and concerns throughout the seasons.
- Be available to manage and support volunteer coaches, which may include International School of Brussels student athletes or parents with limited coaching experience.
- Manage the BSA Soccer Program email account and communicate regularly throughout the year (with higher volume during the Soccer seasons) by responding to emails in a timely manner.
- Attend quarterly board meetings throughout the year and informal BSA leadership team gatherings when available.
- Compile quarterly reports of program status including successes, challenges, feedback and program strategy.
- Attend BSA promotional events as needed.
- Properly maintain the BSA soccer gear, manage inventories.

### **About BSA**

The **Brussels Sports Association (BSA)** was established in 1958 to provide competitive team sports opportunities for children of the international community. BSA partners with international schools to provide 4 sports to all children from ages 4 - 12.

As a volunteer organization, **BSA promotes fair play, skills development and fun for children and their families.**

The BSA does not merely operate a sports program for children. It seeks to teach, through the direct interaction of BSA leadership, volunteer coaches and team parents, certain values associated with team sports, particularly values of fair play, team spirit and mutual respect. In BSA's philosophy, each child's efforts are to be maximized and praised, regardless of innate athletic ability. Team coaches seek, through basic skills evaluations, to balance competing teams, so that to the extent possible, a rough parity may be achieved.

- To provide an opportunity for children of the international and local communities in Belgium to participate in team sports.
- To instill basic athletic skills, a sense of fair play and team spirit via sports competition.
- To ensure that BSA sports programs are structured via established international guidelines to allow participating children to advance to other sports opportunities through high school and beyond.

The critical component of the BSA philosophy is that winning is NOT everything. Participating and effort are the keys and children are taught by the example of the BSA volunteers that losing a game or a season is far less important than the enjoyment one has in playing as well as one can. The joy of winning is the easy part; learning to lose gracefully is an equally valuable lesson for the children to learn. The BSA Board is careful to ensure that those who administer the sports programs practice the precepts of this philosophy.