



**Job Title:** Youth Program Coordinator

**Reports to:** Program Manager

**Location:** Pittsburgh, PA

**Employment Type:** Full-time, Non-Exempt (Seasonal Evenings and Weekends Required)

**Salary Range:** \$40,000–\$45,000 annually, commensurate with experience

**Start Date:** Summer 2025

## Organizational Overview

Open Field is a sport-based youth development nonprofit that uses the global game of soccer to improve the lives and futures of youth. Our programs focus on social-emotional learning, leadership development, healthy lifestyles, and academic success—particularly with immigrant and refugee communities in low-income neighborhoods in Pittsburgh. Through soccer, mentorship, and community engagement, we create a safe and inclusive environment where youth thrive on and off the field.

## Position Summary

The **Youth Program Coordinator** plays a vital role in delivering Open Field’s soccer-based youth development programming in Pittsburgh. This individual will help plan and implement community-based programming (evenings and some weekends) for youth ages 6–18, train and support volunteer coach mentors, and build strong relationships with youth, families, and community partners. This role is ideal for a highly organized, youth-centered professional who thrives in community settings and is skilled at creating inclusive and supportive spaces for young people to grow and thrive.

## Key Responsibilities

### Program Implementation

- Lead all aspects of the Youth Programs, including logistics (registration, coaches training, schedules, transportation, jerseys, fields, referees, etc.) for seasonal youth programming (Fall, Winter, and Spring) and Summer camp
- Plan and facilitate soccer-based programming for youth of various ages and skill levels, serving as lead staff person on site
- Develop and utilize SBYD curriculum to integrate life skills, leadership, and social-emotional learning into programming
- Cultivate positive relationships with youth, families, and program partners
- Monitor and manage supplies and equipment; ensure proper field and facility setup
- Ensure safe, welcoming, and trauma-informed program environments

### Youth & Family Engagement

*Play. Lead. Inspire.*

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22 Wabash St, Suite 203 Pittsburgh, PA 15220

- Serve as the primary contact for youth participants ages 6-14 and their families regarding program participation
- Track participant progress and provide regular communication and support to youth and families
- Maintain accurate records of sessions, mentor meetings, and post-secondary plans
- Support scheduling of workshops, events, and meetings

### **Volunteer & Coach Mentor Support**

- Recruit, train, and supervise volunteer coach mentors
- Provide ongoing support and feedback to volunteers during sessions
- Help organize pre-season and mid-season training workshops
- Promote positive role modeling and cultural responsiveness among all coaches

### **Organizational Support**

- Support other Open Field programs as needed (i.e. be on site for college games and Future Forward)
- Proactively identify challenges, conflicts, and quality improvement opportunities and implement solutions grounded in organizational culture, values, and goals
- Represent Open Field at community events and collaborative partner meetings
- Participate in fundraising events by inviting participants/attendees, soliciting in-kind donations for raffles/auctions, and ‘hosting’ the event
- Contribute to program reports, communications, and storytelling
- Contribute to overall organizational strategy and growth

### **Qualifications**

#### **Required:**

- Associate’s degree or equivalent experience in education, social work, youth development, or related field
- 1–3 years of experience working with children or teens in a community, school, or recreational setting
- Availability to work evenings and weekends during program seasons
- Strong interpersonal and communication skills
- Cultural competency and commitment to serving diverse communities
- Ability to build trusting relationships with youth, families, schools, and community partners
- Excellent organizational and communication skills
- Proficiency in Microsoft Office and Google Workspace
- Valid driver’s license and reliable transportation

#### **Preferred:**

- Bilingual (Swahili, Spanish, Arabic, Nepali, or other languages spoken by local immigrant communities)
- Experience in coaching, mentoring, or delivering youth sports programming
- Familiarity with Sport-Based Youth Development or trauma-informed approaches

## **Benefits**

- Health benefits (medical, dental, vision)
- Generous PTO, holidays, and flexible scheduling
- Professional development opportunities
- Meaningful work in a mission-driven organization
- Opportunities for professional development and coaching certifications

## **To Apply:**

Send your resume and a brief cover letter to [contact@openfieldintl.org](mailto:contact@openfieldintl.org) with the subject line: *Youth Program Coordinator Application – [Your Name]*. Applications will be reviewed on a rolling basis.