



GUAM FOOTBALL ASSOCIATION

JOB DESCRIPTION

Job Title:	Women's Football Officer	Location:	Harmon, Guam
Employer:	Guam Football Association	Job Status:	Full-time
Department:	Competitions & Technical Dev.	Report to:	Executive Director

Overall Responsibility

The overall role of Women's Football Officer is essential to the success of the women's football program. The officer is responsible for all aspects of the various activities of women's football such as but not limited to:

- Competitions tailored toward girls and women's (grassroots, elite and youth league)
- Grassroots programs in schools and community (U6 – U12)
- Youth (Girls) development program (U13 – U15)
- Provide support as needed for Women's National Teams (U14 to senior WNT)
- Recruitment of female candidates for Coach Education (women's football, female coaches)
- Recruitment of female candidates for Referee Education (women's football, female referee)
- Recruitment of female candidates for Match Officials

The officer is to heighten the participation of female athletes as players, coaches, referees and officials. Collaborate and assist with the Technical and Development department to achieve objectives for specifics in women's football (grassroots, player development, educations and national teams).

Duties include:

1. Organizing leagues, tournaments and festivals;
2. Developing women's football structures in schools, clubs and communities;
3. General coordination of activities;
4. Drawing up a calendar of activities (2 year plan);
5. Developing budget for women's football activities;
6. Promote all women's football activities;
7. Setting up meetings with local and regional representatives;
8. Maintaining regular contact with schools and clubs;
9. Assist with training and updating women's football coach-educators;
10. Assist with training and updating women's football referees;
11. Assist in other areas as needed during events, leagues, & GFA initiatives
12. Perform other work-related activities as required by President, General Secretary, Executive Director and Chairperson

Minimum Qualifications:

1. Experience in administration and implementing football technical development program and plans for coaches, volunteers and players
2. Experience as player or coach
3. Coaching certificate or license-holder (recommended)
4. Excellent communication skills
5. Organization skills
6. Proficient writing skills



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7. Eagerness to learn, develop and implement projects
8. Flexibility, team player, reliable
9. Positive approach
10. Computer skills: must be proficient in Microsoft Office, and Internet use; experience with Adobe Photoshop & Illustrator preferred

Reporting:

- Report directly to Executive Director
- Collaborate with the Technical and Development (in respect to Women's Football, i.e., coaching, player development, grassroots programs)

Terms of Employment:

- Two year contract effective January 15, 2018
- Salary to be determined based on experience
- Availability on weekends and week nights
- Work maximum of 40 hours a week

Position Open/Close:

The position will open November 27, 2017 and close December 15, 2017. Submit GFA Job Application along with resume or supporting accreditation(s), if applicable, to: jobs@theguamfa.com