

Monrovia Football Academy
BTC/PHP Community
Lynch Street & U.N. Drive
Monrovia, Liberia



*“Work Hard. Be a Leader.
Dream BIG.”*

Welfare Officer Job Description

Location: BTC/PHP Community, Lynch Street & UN Drive, Monrovia, Liberia

Start Date: September 1, 2018

Position: Part-time (Minimum of 20 hours per week)

Working Hours: Monday-Friday, 8:00am-2:00pm

Contract Length: 6 months (renewable)

Report to: Director of Football

Compensation: Competitive

Academy Overview:

Monrovia Football Academy opened in 2015 as the first school in Liberia to combine high-quality education with professional football development. In the 2018-19 school year, we expect to have 50 boys and 40 girls, ages 8-15, in the 3rd, 4th, 5th, 6th, and 7th grades. Our students are with us from 8:00am-6:00pm, Monday-Friday, with breakfast, life skills lessons, and football training at BYC Field and ATS in the morning, lunch at noon, and academic classes at classrooms rented from Muslim Congress High School in the afternoon.

Role Summary:

Monrovia Football Academy seeks a dedicated Welfare Officer who will thrive in a dynamic startup environment. The Welfare Officer will have three key responsibilities: 1) provide support and counseling for student-athletes and staff with emotional, social, and learning needs, 2) liaise with families to develop support plans and indicate the content of those plans to senior staff, and 3) maintain confidential and accurate records of interactions with student-athletes and staff provided with support.

1. **Provide Support for Student-Athletes and Staff:** The Welfare Officer will be available to provide support and counseling for student-athletes and staff with emotional, social, and learning needs. The Welfare Officer will create a safe environment in which members of Monrovia Football Academy feel comfortable sharing their stories and seeking advice. The Welfare Officer’s door will always be open during academic classes, ensuring support is available daily.
2. **Develop Support Plans:** The Welfare Officer will develop support plans to promote healthy emotional, social, and learning practices among members of Monrovia Football Academy. The Welfare Officer will liaise with families to ensure plans for improved wellbeing are well communicated and understood. The Welfare Officer will indicate the content of support plans to Monrovia Football Academy’s senior staff to ensure the Academy creates an amenable environment for progress.
3. **Maintain Confidential and Accurate Records:** The Welfare Officer will maintain confidential and accurate records of interactions with student-athletes and staff provided with support. The Welfare Officer will submit weekly reports to the Director of Football and maintain consistent communication with Monrovia Football Academy’s senior staff.

General Qualifications:

- *Required:* Bachelor’s Degree
- *Required:* Valid social work credential from the Ministry of Gender, Children, and Social Protection
- *Required:* A minimum of two years of social work experience
- *Required:* General computer literacy
- *Required:* A positive attitude and a genuine desire to advance the Academy’s mission

Apply to work at Monrovia Football Academy by submitting the following items to our office at iCampus on Carey Street, or via email to info@monroviafa.com, no later than Friday, August 3, 2018:

1. Resume
2. One letter of recommendation
3. A writing sample with responses to the two following questions (no longer than one page):
 1. Why do you want to work at Monrovia Football Academy?
 2. Provide a sample support plan for a 10-year-old child with emotional needs because of living apart from his family.