



## **Grassroots & Community Technical Director - Schedule "A"**

### **JOB DESCRIPTION**

This position will report to the Director of Soccer and work with the Executive Director following best practices from Canada Soccer and Soccer Nova Scotia. This position will be a senior leadership position within the soccer club, and responsible for liaising with members and external partners on job related matters.

This role is about working with people - our staff, volunteers, coaches, members and their families, as well as other clubs and organizations. The successful candidate will be collaborative, with strong planning and communication skills, and an appreciation of cognitive, social-emotional, and physical development of children and youth. The successful candidate will value physical activity for all ages and ability levels and have a strong desire to provide quality programming for our members, especially at the grassroots and community levels.

This is a technical and management position, and the successful candidate's primary focus will be on growing the club and providing a high quality experience for players in Grassroots and Community programs. The successful candidate will need to organize many programs across all age groups balancing the best interests of the club, teams and players. The candidate should have a developing understanding of budgeting as it pertains to planning and program operations, and the ability to manage competing priorities. During the spring and summer, the successful candidate will be required to hire, train, schedule and supervise summer staff with support from the club. The Grassroots & Community Technical Staff Coach will be responsible for coordinating Skill Centres, taking a leading role for the Skill Centre upon completion of the Canada Soccer Children's License - in accordance with United DFC's Club Licensing ambitions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Community Program Development**

- Report directly to the Executive Director and work collaboratively with the Director of Soccer and other staff and key volunteers.
- Oversee - and delegate - the management of mini U3-U8, U10/12 C, U13-18 B, Senior recreational teams and special programs (like special olympics, etc)
- In collaboration with the Director of Soccer, implement the club's technical plan and organize soccer programming for U3-senior age Community groups, including Mini, Recreational and Adult recreational streams in accordance with Canada Soccer and Soccer Nova Scotia guidelines.
- Assist delegated coordinators in recruiting, retaining and managing all part-time staff and volunteer coaches within United DFC Community programming. Ensure that the certification, recognition, appreciation and advancement for coaches is conducted in a collaborative environment.
- Work closely with the other United DFC staff and coaches to retain and transition all players as appropriate between programs and levels.



- Participate in developing and implementing the “United DFC Experience” for members.
- Contribute to player recruitment and retention planning and activities.
- Adhere to Club technical policies.
- With direction from the Director of Soccer, provide assessment, appraisal and due performance management (including dismissal if necessary) of club coaches in the Community program.
- With support, develop and responsibly manage the United DFC Community Program annual budget.
- Oversee - and delegate - planning and supervising the United DFC Summer and PD Day camps
- Participate in fundraising, sponsorship and grant writing as related to community and grassroots programs or as directed by the Executive Director.
- Provide feedback and report on all aspects of community program operations – technical, promotion, recruitment, retention, administration, & communications as assigned by the Director of Soccer and/ or Executive Director.
- Support the other United DFC staff and key volunteers as needed.
- Develop an Adult Recreation Strategy including supporting existing players and recruiting and retaining future players.
- Collaborate with DoS and Technical Staff to develop and operationalize Senior Program pathways for Youth graduates in performance and community streams
- Explore programming opportunities for diverse communities including special needs.
- Other tasks as required.

### **Grassroots Technical Direction**

- On-field coaching within the Club’s Grassroots (Skill Centre, Minis, Community, Pre-performance) programs
- Oversee the operations and staffing of Skill Centres each season, in collaboration with the DoS
- Facilitating player movement between Skill Centres for call-ups and developmentally appropriate team placement under the guidance of DoS
- Facilitate the adoption and formalization of player assessments (at minimum) once per season through TeamGenius
- Assist in the delivery of internal Grassroots Coach Education within UDFC, in alignment with defined development-stage-appropriate curricula
- Work with Junior and Future Coaches to develop Individual Development Plans (IDPs) which contribute to the UDFC Coach Development Pathway and ensure the continuance of coaching personnel
- Assist in developing a Grassroots Programming Plan to ensure the growth of Community Programs and standard/expectation setting for Skill Centre program commitment
- Expand upon existing programs to improve the quality of programs offered, using stakeholder feedback for inspiration and guidance
- Become UDFC’s liaison and spokesperson for Grassroots and Community Programs with SNS

### **Organizational Duties**



- Establish and maintain appropriate and successful relationships and good standing with the Provincial Sport Organization, Soccer Nova Scotia.
- Communicate well with membership regarding key items as they pertain to the delivery of Community programming, via written correspondence, phone calls, online presentations, 1on1 in-person conversations, small group discussions and public presentations to members
- Attendance at and presentation to the Board of Directors on strategic matters as requested.
- Continuously monitor and evaluate the efficiency and effectiveness of United DFC methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement; review with Executive Director and/or Director of Soccer where appropriate
- Supervise, promote, implement, and evaluate various Community programs for children and adults.
- Prepare and maintain records and evaluation reports on new and on-going program offerings.
- Recruit, select, train, motivate, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Manage, direct and coordinate the work of part time staff and volunteer coaches/ managers.
- Select, supervise, train and evaluate part-time and summer staff.
- Provide technical support, leadership and direction for the United DFC's Community Programs.
- Provide technical support, leadership and direction for the United DFC's Grassroots Programs.
- Perform responsible and challenging work involving the use of independent judgment and personal initiative.
- Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain effective working relationships with staff, board members, coaches, volunteers, parents, part time staff and outside stakeholders.
- Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas.
- Maintain administrative systems for facility and program scheduling, calendaring, and other functions with support of the Program Support Manager.
- Participate in long-range and strategic planning.
- Work effectively under pressure and deadlines in a busy environment.
- Communicate clearly, concisely, and effectively, both orally and in writing.
- Maintain a Valid Driver's License
- Other tasks as required

## **PREFERRED QUALIFICATIONS**

We are seeking a candidate with a minimum of an undergraduate degree, or equivalent education, experience and skills in the following areas:

- Context specific applicable degree i.e. recreation and leisure studies, community development, management, sports development, etc, or, experience within the industry/related industry that shows grasp of above responsibilities
- Experience developing programming for a Community Soccer Club, community recreation office, Regional District or Provincial Sport Organization.
- Experience creating Program Operational Plans
- Demonstrated strong problem solving and decision making skills



- Proven experience leading diverse teams
- Experience working with a variety of diverse stakeholders and partners
- C License Certification desired, with a desire to obtain Children's License
- Understanding of Long Term Athlete Development
- Learning Facilitator experience and certification is considered an asset
- Must be legally eligible to work in Canada.