

Scotia Soccer Club

Position Description



Director of Coach and Player Development (DOCPD)

NATURE AND SCOPE

Scotia Soccer Club is seeking a salaried employee to be the Director of Coach and Player Development (DOCPD) for the club. Scotia Soccer Club works in conjunction with its region, Suburban District Soccer Association and Suburban Football Club.

The DOCPD will report directly to the club President as the main point of contact for the Board of Directors and will also work in conjunction with the Technical Committee Chair.

The funding for this position is paid for by the Scotia Soccer Club members via registration fees and fundraising. Salary range will be commensurate with qualification and experience. The DOCPD has many administrative duties to accompany its on-field/coaching duties. The position entails but is not limited to the follow duties and responsibilities.

TECHNICAL PROGRAM DEVELOPMENT

- To facilitate and guide all Scotia Soccer Club's programming in conjunction with Canadian Soccer Association's Long Term Player Development and Soccer Nova Scotia's (SNS) Best Practice Manual and work toward full LTPD compliancy
- To sit on Scotia Soccer Club's Technical Committee and work in conjunction with this committee as it reports to the Board of Directors
- To work with and under the vision of the Regional Technical Director at Suburban District Soccer Association (SDSA) along with SDSA umbrella staff via Regional Technical Meetings.
- Prepare seasonal plans (Training Schedule, Curriculum, Periodized Plan etc.) for all programs at Scotia Soccer Club which include but not limited to:
 - U4, U6, U8, U10C, U12C Mini/Recreational Programming
 - U8, U10, U12 Academy Programming
 - U13, U15, U17, U21 Youth Programming
- Act as Director of the SNS U12 Academy Program at Scotia Soccer Club and operate in accordance with the SNS standards
- Develop and facilitate a formal Coach Mentorship Program that will see number of volunteer coaches increase
- Hold regular Coach Education classroom and field sessions with aim to deliver focus areas of development for coaching staffs and trainers
- Support and encourage coaches to enter/continue in Coach Certification programming through SNS
- Aim to fulfill 100% Coach Certification rate at Mini/Recreational, Academy and Youth Programs
- Recruit, organize and mentor coaches for Academy and Youth Programming
- Work in conjunction with Mini/Recreational Board Representatives to recruit, organize and mentor Mini/Recreational Program coaches with summer seasons
- Aim to develop a culture and identity for Scotia Soccer Club in the Fall River, Waverley, Lakeview and Beaver Bank communities

TECHNICAL DELIVERY

- To provide or direct high quality on field training for Scotia SC Members during sessions with DOCPD, DOCPD hired staff and volunteer coaches
- To oversee and run Club Tryouts at the beginning of each season in conjunction with Scotia Soccer Club's Technical Committee guidelines
- To oversee and deliver regular and formal Coach Education programming for all Scotia Soccer Club coaches and trainers
- Provide Education and information sessions for parents and families via classroom or field meetings, as well as develop information for Social Media and Website to provide and educate parents on Technical Programming/Delivery
- Work regularly at growing the standards of all programs at Scotia Soccer Club

PLAYER DEVELOPMENT

- To oversee the Mini (U4, U6, U8, U10) Programming with focus on:
 - Coach / Trainer Development and Mentorship
 - Player Development to bridge Mini/Recreational Program and Academy Programming (Physical, Technical, Tactical, Social/Emotional)
 - Program Development (Player/Coach ratios, equipment, LTPD Standards)
 - Growth in numbers and retention to Mini, Academy and Youth Programming
- To oversee the Academy (U8, U10, U12) Program with focus on:
 - Coach / Trainer Development and Mentorship
 - Player Development to feed into Suburban FC or Scotia Soccer Club Youth Program (Physical, Technical, Tactical, Social/Emotional)
 - Program Development (LTPD Standards, Curriculum, Player Evaluations)
 - Growth in numbers and teams
- To oversee the Youth (U13, U15, U17, U21) Program with focus on:
 - Grow numbers at Mini / Recreation and Academy base to feed into Youth Programming
 - Player Development to meet the needs of all players involved (Physical, Technical, Tactical, Social/Emotional)
 - Coach / Trainer Development and Mentorship
 - Player Evaluations

ADMINISTRATION

- Develop written plans for each program delivered within the club
- Develop formal plans with measurable objectives to grow capacity and numbers in all ages and stages at Scotia Soccer Club
- Deliver and coordinate player evaluations in conjunctions with SNS U12 Academy Staff and Scotia Soccer Club Staff / Coaches

- Communicate with board members and necessary committees in a timely and effective manner
- Act as the liaison between club employees and the executive board
- Offer regular office hours for contact and visit via Scotia Soccer Club office
- Develop Player, Coach, Parent and Program content for the Scotia Soccer Club website (Sessions, Marketing, Schedules, Information, FAQ's etc).
- Improve communications with educating membership of Scotia Soccer Club Programming
- Monitor and maintain Coaches in SNS Coach hub www.coachcenter.ca
- Maintain positive report with SDSA Staff, Regional TD, Soccer Nova Scotia Staff, Canadian Soccer Association Staff and all Scotia Soccer Club coaches, players, parents and employees
- Attend Scotia Soccer Club Board Meetings when necessary
- Attend SDSA meetings and provide reports to Board of Directors
- Attend SNS Technical Meetings (when required), symposiums and other SNS or CSA meetings where DOCPD of umbrella clubs should be present
- Ensure all programs are delivered within Scotia Soccer Club's budget constraints

QUALIFICATIONS

Knowledge and Skills:

- Demonstrated organization and administrative skill
- Extensive knowledge of Canadian Soccer Association's Long Term Player Development Model
- Excellent written, verbal and communication/social skills that display an ability to engage positively with membership, staff and Board of Directors
- An independent and self-motivated worker
- Ability to forge and maintain strong relationships with other soccer agencies and groups
- A strategic thinker with ability to create a vision and execute the plan
- A strong team player

Performance Measures:

- Meet with Club President and Technical Committee Chair to set personal and club objectives
- Meet quarterly to hold Performance Review where Club President, Technical Committee Chair and DOCPD review progress of plans and objectives

Education:

- Minimum CSA National B Coaching Certification (or equivalent) or proof that this step is in progress
- Extensive technical knowledge in the game of soccer and its development

Apply:

Attach a resume to the completed Application Form and send to Scotia Soccer Club at administrator@scotiasoccer.com or fax to 902-864-2680.