

ABOUT JOBS



Date: 11.21.17
From: Roberta Cloutier, Executive Director, OYSA.
To: All Eligible Applicants

Director of Soccer Development Position

JOB DESCRIPTION

POSITION: Director of Soccer Development
Technical Director

GENERAL DESCRIPTION: Under the general direction of the Executive Director, the Director of Soccer Development is responsible for the educational development of clubs, coaches and players in the state of Oregon. Will provide direct support to the Oregon Youth Soccer Association's member soccer clubs. This position's goal will be to develop soccer in Oregon. Working with the clubs in their needs and ensuring compliance with US Soccer, US Youth Soccer and Oregon Youth Soccer Association policies, procedures, rules and requirements. Director of Soccer Development produces club and coaching resources and manuals. Develops curriculum for State coaching clinics, and provides coaching and club management support to member clubs and coaches. Promotes and administers State and National coaching licenses as well as State coaching clinics. The Director of Soccer Development serves on the ODP committee and keeps apprised of ODP operational decision.

MINIMUM QUALIFICATIONS

EDUCATION: US Soccer National "A" coaching license, Minimum B with plan in place to complete the USSF A within a year of employment with the Association. Bachelor's degree or the equivalent combination of education and experience.

EXPERIENCE: Five years' experience as a licensed soccer coach in a club, collegiate, professional and/or State/Regional/National institution (s). Five years' experience organizing, implementing

and managing sports related nonprofit organizations. Demonstrated administrative and organizational abilities to manage multiple programs and priorities, including event and long range planning. Demonstrated ability to communicate effectively both orally and in writing. Proficiency with a variety of computer application including Microsoft Word and Excel. Ability to manage multiple tasks and priorities.

JOB DUTIES

1. Serves as a leader and resource to all Oregon clubs and club coaches on matters pertaining to coaching, player and club development.
2. Qualifies, hires, trains, and supervises Association staff coaches.
3. Develops coaching curriculum and marketing strategies for State coaching licenses and other coaching courses.
4. Develops and supports Grassroots program.
5. Instructs US Soccer licenses that can be presented by the Association. Assigns staff coaches to instruct clinics and licenses.
6. Evaluates and enhances the quality of play in games, assesses the clinical needs of coaches and helps evaluate club coaches for readiness to upgrade Coaching licenses.
7. Produces and maintains a program manual detailing the policies, procedures, rules and operational guidelines for the development of new clubs and enhancing existing clubs
8. Provides support to clubs and communities related to issues of soccer development and organizational management including, but not limited to, budget development, accounting, fund development, risk management, volunteer recruitment and retention, conflict resolution, referee development, as well as bylaw, policy and board development.

9. Contacts each club on a quarterly basis to determine club needs, interest and ways in the Association can assist them. Provide information about clinics and other services available.

10. Contacts new club presidents when elected.

11. Assists in the development of new soccer clubs in underserved areas of the state.

12. Assists with the identification of club priorities, concerns and services provided by the Association.

13. This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by their immediate supervisor and other management as required.

This position is considered exempt from minimum wage and overtime pay requirements.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Applicants should submit their resumes and cover letters to Roberta Cloutier by December 22, 2017 at roberta@oregonyouthsoccer.org