

Spencer Soccer Club, Inc.

Job Title: Director of Coaching Education	Job Grade: Volunteer
Area: Player and Coach Development	Reports to: Vice President of Player and Coach Development
Revision Date: 6/01/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Coaching Education shall be responsible for the implementation and coordination of coaching seminars, courses, and other coaching events developed by the Spencer Soccer Club. The Director of Coaching Education is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Coaching Education has an equal vote in favor or against motions brought before the BOD.

Essential Job Functions

- Maintain, develop, and promote relationships between the Spencer Soccer Club and all coaches
- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Maintain current knowledge of coaching licensure hierarchy and requirements
- Establish relationships with Mass Youth Soccer Association (MYSA) and other Spencer Soccer Club affiliate coaching programs points of contact
- Carry-out the Vice President of Coach and Player Development strategic decisions over coaching education
- Develop methods to track coaching licensure
- Develop means to communicate Spencer Soccer Club coaching courses
- Develop milestones and methods of reward for achievement
- Develop annual budget of estimated expenses

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Player and Coach Development

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Player and Coach Development
- Maintain and update records of past and present coaches licensure
- Provide a request for budgeted funds to the Vice President of Player and Coach Development including but not limited to:
 - MYSA Coaching Licensure Course Cost
 - Other Affiliated Coaching Workshops/Seminars
 - Milestone and Achievement Rewards
- Work directly with the Vice President of Coach and Player Development to develop dates and times of Spencer Soccer Club coaching seminars and workshops
- Schedule Coaching Licensure Courses and other coaching education workshops with MYSA representatives and/or other affiliated entities

Requirements (cont.)

- Submit requests to the Director of Field Coordination to obtain school use for scheduled events
- Communicate, monitor, and track attendance commitments with all coaches for all licensure courses and other coaching education workshops
- Act as administrator and be present at all coaching seminars, courses, and events held by the Spencer Soccer Club
- Maintain a list of milestones and achievements to track rewards coaches have received in prior years and rewards that will be distributed in the current year

Other Skills/Abilities

- Intermediate understanding of Microsoft Word and Excel
- Intermediate understanding of web-browser functionality
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.
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