

Spencer Soccer Club, Inc.

Job Title: Director In-Town Player and Coach Development	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 In-Town Player and Coach Development shall be responsible for the monitoring, implementation, coordination, and communication of In-Town (Under 4, Under 6, & Under 8) coaching curriculum. He/She is responsible for generating interest and recruitment of new coaches to the Spencer Soccer Club program. The Director of In-Town Player and Coach Development is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of In-Town Player and Coach Development has an equal vote in favor or against motions brought before the BOD. The Director of In-Town Player and Coach Development must have obtained his/her "E" coaching license or have been an active soccer coach for a minimum of three (3) years prior to being elected to this position. Candidates that do not meet one (1) of these criteria are not eligible to be placed on the ballot for election.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Law
- Communicate and monitor coaching curriculum
- Maintain, develop, promote, and mentor relationships between the Spencer Soccer Club and coaches

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
- Prepare In-Town Coaching Curriculum prior to season start
- Distribute and communicate curriculum tools (Skills triangle, Soccer Interactive) and provide education/demonstration to coaches where necessary
- Attend practices/games to assist coaches with implementation of curriculum and provide guidance where necessary (Each coach should receive your attention at least twice per season for a minimum of 15 mins per visit)
- Ensure coaches have logged onto Soccer Interactive, and if not, follow-up with those coaches to ensure they have a practice session ready
- Ensure coaches deviating from the SoccerPlus Curriculum are implementing age/skill appropriate practice sessions
- Ensure dress code is communicated and coaches are dressed appropriately during Spencer Soccer Club practices and games

Requirements (cont.)

- Attend U4 (Mommy/Daddy & Me) sessions to identify active parents as potential candidates for the coaching program. Generate interest and refer individuals to the Director of Coaching Programs.

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.