

	<b>POSITION DESCRIPTION</b>	Doc. No.	BCSA-FORM-026
		Rev.	0
		Originator:	D. Hawkins
		Checker:	J. Herndier B. Bartek
		Approver:	C. Craig
		Status:	Published
		Effective:	January 2025

**POSITION TITLE:** Girls Soccer Program Coordinator

**BOARD POSITION:** No

**VOTING POSITION:** No

**LOCATION:** Will work with Registered Members of BCSA. This is not a location-specific role.

### **General Position Summary**

The Girls Soccer Program Coordinator for Big Country Soccer Association (BCSA) is assigned the duties for developing, growing, and improving the girls' presence in the BCSA soccer community. Working with the Registered Members of BCSA, this role will be supporting the Registered Members by providing direction through collaboration, leadership for the girls' soccer program, and management of the development of technical standards related to female coaching roles throughout BCSA in accordance with the BCSA Policy (*Ref: BCSA-POL-001*).

This position is a coordinator position as noted in the BCSA By-Laws (*Ref: BCSA-GOV-001*) and therefore will also support BCSA goals and objectives as established by the Board.

### **Accountability**

- a) The Girls Soccer Program Coordinator shall be accountable for all decisions and actions as assigned by the Board.
- b) The Girls Soccer Program Coordinator shall report back to the Board normally monthly on progress made towards the achievement of assigned tasks, goals, and activities in support of the BCSA Strategic Plan, Technical Operating Plan, and on all relevant girls' soccer program activities.
- c) The Girls Soccer Program Coordinator shall ensure that the Board has all the information necessary to properly carry out its responsibilities, including operating within applicable laws and regulations and reporting of all female soccer program activities to stakeholders and regulators, as required, on a timely and regular basis.
- d) The Girls Soccer Program Coordinator will commit to a two-year term. This will ensure continuity across BCSA and allow the director to have enough time to develop relationships with Registered Members, while also planning and implementing strategies dedicated to girls' soccer development.

### **Duties**

Note the following general duties of this role. Although this position description provides information on the role, it is understood that it may not be all encompassing and will be updated to meet the current Strategic Plans of the BCSA Board.

- Report directly to the BCSA Board and work collaboratively with the Registered Members in good standing with BCSA.

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- Develop, implement, and lead the female soccer program plan and soccer programming over all seasons that align with Canada Soccer Association (CSA) and Alberta Soccer Association's (ASA) Long-Term Player Development, along with the established guidelines under BCSA for player development.
- Design, implement, and manage a Girls Coach Development Plan which includes ensuring all coaches are appropriately certified by utilizing the resources available internally, through CSA/ ASA programs.
- Design and implement coaching mentorship/ development opportunities for young coaches (e.g. Future Coach program, Jr Coaches, etc.)
- Either directly, or through an appointed volunteer, recruit, develop, mentor, retain, and manage volunteer coaches within BCSA. Ensure that the certification, recognition, evaluation, appreciation, and advancement for coaches is conducted in a collaborative environment with the Registered Members of BCSA.
- Collaborate with other BCSA for the development of technical standards as it applies to soccer players and coaching.
- Work with the Registered Members of BCSA to implement awareness campaigns for girls' soccer in the communities under BCSA.
- Work with the Registered Members of BCSA to create girl teams at all age groups to help develop a girl's specific division within BCSA to grow the female sport.
- Support the development of female BCSA Select Teams to provide girl players with opportunities to compete at the higher tiers in soccer and work towards attending high profile soccer tournaments/ events.
- Other tasks as required.

### **Organizational Duties**

- Establish and maintain appropriate and successful relationships and good standing with the Provincial Sport Organization, Alberta Soccer Association.
- Communicate well with membership regarding key items as they pertain to the delivery of programming, via written correspondence, phone calls, online presentations, 1on1 in-person conversations, small group discussions and public presentations to members.
- Ensure phone calls and emails from members are returned.
- Develop and implement a player recruitment strategy.
- Attendance and presentation to the Board of Directors on technical strategic matters as requested.

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- External representation of BCSA in girls' soccer program matters.
- Shared responsibility for a clean, organized, and respectful work environment.
- Maintain a Valid Driver's License
- Submit a current Criminal Record, with Vulnerable Sector Screen
- Other tasks as required.

***Preferred Qualifications***

- Making Ethical Decisions and Online Evaluation
- Respect in Sport Activity Leader Training
- Respect in the Workplace Training
- Demonstrated strong problem solving and decision-making skills
- Soccer related skills, training, and/ or knowledge.

\*BCSA is willing to provide support to this role by offering training support to strengthen this role.

***Physical & Mental Requirements***

Must have the physical ability to move and demonstrate soccer actions, as necessary. Must be able to manage multiple projects and interests, and complete deadlines which may be stressful at times.

***Reference***

Big Country Soccer Association Policy (*Ref: BCSA-POL-001*)  
 Big Country Soccer Association By-Laws (*Ref: BCSA-GOV-001*)