**Duties of the Junior (U5 and U7) Program Director**

* Develop and maintain a program that follows Alberta Soccer Association’s recommendations as appropriate to FSS programs.
* Recruit a Program Assistant as needed – one each for the U5 and U7 level programs.
* Recruit and screen coach volunteers for the programs with the assistance of appropriate key FSS individuals. Ideally, two coaches per team.
* Responsible to ensure every U5 and U7 coach has an up-to-date Criminal Record Check (CRC) on file with the Fort Saskatchewan Minor Sports Association office.
* Ensure the district receives all required CRCs prior to the deadlines.
* Communicate and implement program guidelines to coaches.
* Develop and implement training and information programs with the assistance of appropriate individuals (Program Assistant, Vice-President and President).
	+ Organize twice yearly, age appropriate coaching clinics and communicate information to the FSS Executive Committee.
* Coordinate and chair coach meetings for the junior levels with the assistance of appropriate individuals (Program Assistant, Vice-President and President).
* Develop and maintain coaching documents for the junior Programs.
	+ Coaching Handbook
	+ Program Manuals
	+ Coaching Team Information Packages
	+ Other documents as required.
* Assemble U5 and U7 players into teams with the assistance of the Registrar, Program Assistant and Soccer Coordinator.
* Develop game/practice schedules with assistance of the Soccer Coordinator.
* Assist Equipment Coordinator with equipment distribution and collection.
* Contact supplier to order t-shirts, medals and year-end wrap-up items.
* Arrange medal distribution.