



# Lakewood Soccer Association, Inc.

## Director, Soccer Operations

### Job Description, Responsibilities and Key Performance Metrics

#### **NATURE AND PURPOSE OF THE POSITION**

The Lakewood Soccer Association (LSA) Director, Soccer Operations (DSO) is responsible for the development of soccer within the Lakewood Zone as defined by Saskatoon Youth Soccer (SYSI), including the development of coaches, players and related infrastructure required for the promotion and development of soccer. The DSO assumes the overall responsibility for the achievement of LSA's objectives for soccer development in Saskatoon and will supervise all the technical and administrative staff.

#### **REPORTING RELATIONSHIP**

The LSA Director, Soccer Operations will report directly to the LSA Board.

#### **RESPONSIBILITIES**

1. Be responsible for the implementation of the LSA's initiatives for soccer development and ensure the respected, effective, efficient and credible delivery of soccer development services to all stakeholders.
2. Provide clear, decisive, appropriate and respected direction and leadership within LSA and SYSI. Work in close partnership with LSA Board of Directors to set the vision for the LSA's strategic direction.
3. Setting objectives for Coaching and Player Development ensuring the effective achievement of those objectives, providing leadership, guidance, motivation, feedback and support as required.
4. Publish a Tournament Development Plan:
  - ✓ Budget and Revenue Forecast
  - ✓ Schedule facilities, games and referees
  - ✓ Marketing Plan
  - ✓ Sponsorship Package
  - ✓ Build relationships with other clubs to promote tournament registration
  - ✓ Value Added Component (extra player activity, parent social, etc.)
5. Ensure that LSA training schedules are effectively managed and administered, that annual booking budgets and regular reports are produced for the LSA Board.
6. Manage the technical staff schedules.
7. Manage coach and manager recruitment and training.
8. Monitor all relevant statistics needed for development and club growth within LSA as assigned by the Board.
9. Work in partnership with other potential partners to develop and improve a coherent interface between all parties.
10. Lead the LSA Board to achieve growth and improve the quality of experience in Lakewood Soccer registrants.



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11. Work with all other LSA staff to ensure that programs are in place to deliver sustainable club growth through the development of Coaching and Player Development Plans.
12. Pre-Season Player Evaluations:
  - ✓ Coordinate Pre-Season player evaluations for team selections
    - i. Organize registration volunteers
    - ii. Approve facility schedule and venues
    - iii. Co-Chair Evaluation Committee
  - ✓ Develop and publish objective evaluation criteria and process for assigning LSA athletes and coaches to appropriate teams, divisions and competitions
  - ✓ Develop and publish objective criteria for assigning qualified athlete evaluators and their selection criteria and process for assigning evaluators for age grade evaluations
  - ✓ Provide formal written feedback within 72 hours to any coaches, athletes or parents upon request
13. Technical Support for LSA Coaches:
  - ✓ Offer research and provide written and/or electronic resources or coaching materials to LSA coaches
14. Director of Lakewood summer programs:
  - ✓ Promote and coordinate registrations
  - ✓ Organize training staff and facility bookings
15. Manage Lakewood In-School and After-School programs.
16. Act as an ambassador for and promote the best interests of LSA at all times and ensure that the core values of game and LSA Purpose, Mission, Vision and Values are upheld.
17. Manage LSA finances and the annual LSA budget. Develop sponsorship opportunities as part of the financial management.
18. Undertake such other duties as may be required from time to time as are consistent with the responsibilities of the post and the needs of LSA.

### **QUALIFICATIONS**

A strong background in soccer development.

A minimum Safe Sport Coach Certified as defined by Canada Soccer.

Additional soccer certifications are desired.

Experience in organizational management.

### **Salary Structure and Hours of Work**

Hours of work need to be flexible to handle soccer programming.

Salary and benefits will be discussed during the interview.

Send resumes with a cover letter to:

Leonard Lewko

Lakewood President

[president@lakewoodsoccer.com](mailto:president@lakewoodsoccer.com)

Closing date July 06, 2024.