

United Dartmouth Football Club
75 MacDonald Ave (Unit 4)
Dartmouth, NS, B3B 1T8
udfc.ca
info@udfc.ca
902-404-8332



DIRECTOR OF SOCCER

Position: Director of Soccer, United DFC

Position Type: Full-Time

Date Posted: April 9th, 2025

Application Deadline: April 22nd, 2025 at 11:59pm

Salary: To commensurate with qualifications and experience

Role Overview

The Director of Soccer (DoS) reports to the Executive Director and is guided by organizational strategy as underpinned by the technical and sporting criteria of the National Youth Club Licensing standards within the Canada Soccer Club Licensing program. The DoS works with United DFC staff, coaches and volunteers to develop and execute soccer development programming and growth for all soccer programs. This position is the senior soccer development position within the club, and responsible for liaising with members and external partners on matters pertaining to coach and player development programming.

This role is not about coaching teams or pools of players within the club. This role is about championing club values while working with people - our staff, volunteers, members and their families, as well as other clubs and organizations. The successful candidate will be facilitative, collaborative, with strong planning and communication skills, and a thorough understanding of cognitive, social-emotional, and physical development of children, youth & adults.

The primary focus will be on collaborating with, developing, supporting, and leading coaches to execute on the technical plan in support of player development. The successful candidate will need to make and communicate difficult decisions while balancing the best interests of the club, teams and players. The candidate should have a basic understanding of budgeting as it pertains to planning and program operations, and the ability to manage competing priorities.

This is a dynamic environment, and the successful candidate will need to be adaptable, flexible and collaborative. Work schedule will include a requirement to be on the field on evenings and weekends, working with our coaches as they seek to improve their respective skills to develop our players.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

Key Technical Program Development

- Report directly to the Executive Director and work collaboratively with the other technical and admin staff and volunteers.
- Lead the development, implementation, education, and evaluation of the technical plan as underpinned by organizational strategy, United DFC values, and the Canada Soccer National Youth Club Licensing standards.
- Oversee Community Manager, Performance Technical Staff Coach, GK Coach and key volunteers to ensure the technical plan is being implemented as designed.
- Prioritize the development, and integration of a club game model within a robust coach recruitment, development, education, and mentorship program as the central pillar of the wider technical plan.
- Either directly, or through an appointed staff/volunteer ensure that the certification of coaches as guided by the Canada Soccer Safe Sport Roster is appropriately recorded.
- Directly support Skill Centers as needed unless another person is designated to support this space.
- Develop a culture of consistent feedback by working closely with the other United DFC Staff and volunteers to provide continuous feedback to all players.
- With support staff and volunteers, lead the organization and delivery of a viable team placement component based in a continuous culture of feedback. The process must ensure that players who may move up or down within club programs – often termed “bubble players” – are treated with respect and compassion when decisions are made.
- Develop and adhere to club technical policies.
- Assessment, appraisal and performance management (including dismissal if necessary) of club coaches.
- Develop and manage all sport science /sport medicine partners and suppliers.
- With support, develop and responsibly manage the United DFC annual technical budget.
- Report on all aspects of soccer operations – technical, promotion, recruitment, retention, administration, & communications.
- Recruit and retain sufficient paid part time and volunteer coaches to avoid the need to coach teams and programs.
- Equipment - Responsible for budgeting, ordering and assigning equipment to teams and communicating such to the Program Support Manager who will manage all other aspects of equipment (Inventory, storage, distribution and collection).
- Create team lists in a timely manner and submit to the Program Support Manager to manage RAMP related tasks.
- Work with the Community Manager and Program Support Manager to ensure the facility schedules meet the program needs and are fair and balanced.
- Other tasks as required - such as but not limited to, participating in a supporting capacity in initiatives which celebrate our volunteers and the impact they have on our communities.

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Organizational Duties

- 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 by DoS or another appropriate staff/volunteer.
- Establish and maintain appropriate and successful relationships and good standing with the Soccer Nova Scotia.
- Attendance at and presentation to the Board of Directors on technical strategic matters as requested.
- External representation of the club in all technical matters.
- Shared responsibility for a clean, organized and respectful work environment
- Maintain a Valid Driver's License.
- Maintain a clear criminal record and vulnerable sector check.
- Other tasks as required.

PREFERRED QUALIFICATIONS

We are seeking a candidate with a minimum of an undergraduate degree, or equivalent education, experience and skills in the following areas:

- Context specific applicable degree i.e. management, sports development, community development, etc, or, experience within the industry/related industry that shows grasp of above responsibilities
- Making Ethical Decisions and Online Evaluation
- Respect in Sport Activity Leader Training
- Respect in the Workplace Training
- B-License Certified
- NCCP Learning Facilitator – preferred
- Canada Soccer Children's Diploma - preferred
- Several years developing programming for a Community Soccer Club, Regional District or Provincial Sport Organization
- Experience creating technical plans
- Demonstrated working game model
- Demonstrated ability in program management, administration, delivery and evaluation
- Demonstrated strong problem solving and decision-making skills
- Proven experience leading diverse teams
- Experience working with a variety of diverse stakeholders and partners

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Working Conditions

- Flexible office hours to offset evenings and weekends.
- Hours include a requirement to be on the field evenings and weekends.
- Common requirement to participate in meetings outside of regular working hours
- Shared responsibility for a clean, organized and respectful work environment
- Full time - 12 Months of the Year Position

Physical & Mental Requirements

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