

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



## **Manager of Coach Development, United DFC**

**Position Type:** Full-Time

**Date Posted:** April 30<sup>th</sup>, 2025

**Application Deadline:** May 7<sup>th</sup>, 2025 at 11:59pm

**Salary:** To commensurate with qualifications and experience

### **Role Overview**

The Manager of Coach Development (MCD) reports to the Director of Soccer 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 MCD works with United DFC staff, coaches and volunteers to grow our coaching capacity at the Skill Centre, A, AA, and AAA program levels. This position is the contact point for coaches in the club as it pertains to their designing session plans, delivering training sessions, preparing for matches, and managing matches – all within the context of best supporting the players that they coach.

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. The successful candidate will be facilitative, collaborative, with strong planning and communication skills, and a thorough understanding of working with coaches by utilizing their experience in age and stage appropriate session planning, session delivery, game preparation, and game management. The successful candidate will need to make and communicate difficult decisions while balancing the best interests of the club, coaches, teams and players.

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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Soccer Development Responsibilities:**

- Support the DoS in the recruitment of coaches for the club.
- Support the DoS in the maintenance of an active United DFC coach and player roster.
- Support the DoS in the delivery of formal coach education programs as part of the Canada Soccer Safe Sport Roster.
- Support the Dos in the development of a club game model.
- With the DoS, club staff, and volunteer coaches identify and confirm the overarching competencies of a United DFC coach as it relates to age and stage appropriate session planning, session delivery, game planning, and game management.

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- Own and deliver the internal coach development programming as guided by the defined United DFC coach competencies - supporting a mixture of individual, group, peer to peer, formal and informal educational and mentorship opportunities.
- Ensure all coach developmental opportunities are grounded within the collaboratively defined United DFC coach competencies and larger club game model.
- Optimize existing club relationships to support our coaches in their development through a combination of virtual or on-field sessions.
- Be a part of the larger technical strategy conversation as it pertains to development of technical plans and policies.
- Collaborate with the appropriate staff to schedule field time necessary for coach development opportunities.
- Support the DoS in the delivery of a culture of consistent feedback by working closely with United DFC staff and volunteers to provide feedback to coaches primarily, and players when necessary.
- Support the DoS in the assessment, appraisal, and performance management (including dismissal if necessary) of club coaches.
- Support the DoS in the delivery of seasonal player assessment processes.
- Be a champion for coach education, mentorship, retention, and promotion.
- 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.

#### **Organizational Responsibilities:**

- Communicate well with coaches regarding key items as they pertain to the delivery of MCD's specific 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 coaches are returned or guided to appropriate staff.
- 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:

- Management, sports development, community development, 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.

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- B-License Certified.
- NCCP Learning Facilitator – preferred.
- 7 to 10 years of working with coaches in a non-for profit soccer setting.
- 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.

### **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.