



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



Position Title: Technical Director
Position Term: Permanent
Salary: \$75,000 - \$85,000 plus benefits
Location: Edmonton, Alberta (other areas of Alberta will be considered)
Reports to: Executive Director

Alberta Soccer is excited to post the position of Technical Director and looks forward to receiving applications for this position. The Alberta Soccer Technical Director's job description is found below on pages 3 to 6. The Technical Director will work out of the Alberta Soccer office in Edmonton, Alberta.

ALBERTA SOCCER ASSOCIATION

Alberta Soccer is the largest individual sports association in Alberta with over 95,000 registered members. Alberta Soccer, in collaboration with its membership and partners, strives to create a centre of excellence for the game, providing opportunities for all players to reach their full potential.

PURPOSE OF THIS POSITION

The Technical Director is responsible for the preparation and implementation of the player and coach development component of Alberta Soccer's Program Plan (an annual and multi-year plans including budget preparation), in consultation with the Alberta Soccer Technical Committee and in alignment with strategic goals set by the Board and the Executive Director.

AUTHORITY

Within such limits such as may be established by the Executive Director and within the normal operation procedures and policies of the Association, the Technical Director using sound business judgment, is empowered with the stewardship and accountability for their area of responsibility.

Alberta Soccer looks forward to hearing from all interested candidates. We thank all applicants for their interest however, only those selected for an interview will be contacted.

Sincerely,

Shaun Lowther
Executive Director
Alberta Soccer



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



To apply please submit a cover letter and resume by mail, email or fax to the Alberta Soccer Association, Attn: Shaun Lowther by no later than December 20, 2018 @ 4:30pm MST

Please indicate your expected salary within your application.

*** Please submit with subject: APPLICATION, Alberta Soccer TECHNICAL DIRECTOR***

Mailing Address

Alberta Soccer Association
Attn: S. Lowther
9023-111 Avenue
Edmonton, AB T5B 0C3

Email

execdir@albertasoccer.com

Fax

(780) 474-6300



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



ALBERTA SOCCER ASSOCIATION

The business of the Alberta Soccer Association is to govern and promote the sport of soccer and to continually foster its growth and development throughout the province of Alberta. The Association serves more than 95,000 registered Senior and Youth members, not inclusive of our thousands of registered coaches and referees. Alberta Soccer provides member support through varied activities such as, operating select teams, facilitating training for provincial and national selections, as well as training referees and coaches to deal with this taxing sport. We also coordinate close to 100 separate provincial competitions, provide registration services complete with insurance to all members, as we operate the largest grassroots sport in the history of this province.

Position Title – TECHNICAL DIRECTOR

PURPOSE OF THIS POSITION

The Technical Director is responsible for the preparation and implementation of the player and coach development component of Alberta Soccer's Program Plan (an annual and multi-year plans including budget preparation) in consultation with the Alberta Soccer Technical Committee and in alignment with strategic goals set by the Board and the Executive Director.

REPORTING RELATIONSHIP

The Technical Director reports directly to the Executive Director and indirectly to the Alberta Soccer Board of Directors.

AUTHORITY

Within such limits such as may be established by the Executive Director and within the normal operation procedures and policies of the Association, the Technical Director, using sound business judgment, is empowered with the stewardship and accountability for their area of responsibility.

QUALIFICATIONS

1. Education

- a. A minimum National "B" License Certification or satisfactory equivalent.
- b. A post-secondary education in sport administration or business or equivalent.
- c. Master Learning Facilitator (MLF) status with Canada Soccer or an ability to acquire MLF status within 2 years of employment start date.

2. Knowledge Skills and Abilities

- a. Minimum 5 years in a senior technical position with a provincial (or equivalent) or national soccer association.



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



- b. Experience in the creation, implementation and evaluation of multi-year development plans for grassroots through to high performance programs.
- c. Proven ability to lead coaches, players and technical staff in accordance with the ASA Strategic Plan.
- d. Knowledge of current provincial challenges and opportunities relating to the mission of the association.
- e. Must demonstrate the ability to work with volunteers in a not for profit environment.
- f. Superior communication (written & verbal) skills are essential for this high-profile position.
- g. Proven ability to work with minimal supervision.
- h. Strong presentation and public speaking skills.
- i. Must be adept at conflict resolution and mediation skills.
- j. Must be well organized and possess excellent time management skills.
- k. Access to a vehicle with storage capacities.
- l. CPIC (Security Clearance) required.
- m. Demonstrated ability to multi-task in a high paced environment.

3. Working Conditions

- a. The Technical Director will work partially in an office environment, but the mission of the association will most often take them to non standard workplaces with travel requirements throughout the territory.
- b. The Technical Director works a week that includes the weekend, but additionally will often work evenings, and overtime hours to accommodate activities.

4. IT and Office Systems

- a. Microsoft Office 365 Proficiency (Email, Excel, PowerPoint, Sharepoint etc)
- b. Proficient in the use of online platforms for coach education, staff education, player development, communication and meeting purposes.

5. Personal Characteristics

- a. Should understand the importance of developing excellent membership relationships, both internally and externally
- b. Demonstrated professional, honest, ethical and moral behavior
- c. Should have the ability to think creatively and implement new ideas.

ACTIVITIES/DUTIES

1. Technical Committee

- a. Provide professional support and recommendations to the Technical Committee relating to program development and planning.
- b. Facilitate communications of the Technical Committee.
- c. Prepare Committee reports, meeting minutes and other documentation for Alberta Soccer Board information and approval.



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



- d. Ensure meeting arrangements are made and communicated to Technical Committee, Alberta Soccer Executive Director and Alberta Soccer Board Liaison.

2. Planning and Budgeting

- a. Responsible for the preparation and quarterly monitoring of the multi-year and annual plans, as they relate to Coach Education, Player Development (including Alberta Soccer Provincial Teams, Alberta Summer Games, Western Canada Games, Canada Summer Games and Arctic Winter Games Teams) and Canada Soccer Club Licensing initiatives in Alberta for inclusion in the Association's annual planning process, in consultation with the Technical Committee and in alignment with strategic goals set by the Board.
- b. Present at all Alberta Soccer Planning Meetings and General Meetings of the membership on technical matters.
- c. Working with the Alberta Soccer Director of Operations and Accounting, is responsible for the preparation of the annual program budget, as it relates to Coach and Player Development (including Provincial Teams), for inclusion in the Association's annual budgeting process.
- d. Participate and liaise with Alberta Sport Connection (ASC) to obtain available Funding Grants.
- e. Responsible for monitoring and controlling approved budget, income and expenditures, as they relate to Coach Education and Player Development programs.
- f. In consultation with the Executive Director and in collaboration with Technical Staff, develop the Technical Department's annual work plan, delegating various responsibilities relating to the Alberta Soccer's Annual Plan.
- g. Responsible for the preparation of the annual program evaluation and reporting documents.

3. Coach Training and Development

- a. Responsible for the implementation of both the annual and multi-year plans, as they relate to Coach Training & Development, including delivery of NCCP/CSA coach certification program.
- b. Responsible for ensuring that Regional Coach development personnel are appropriately engaged in program delivery and to provide feedback into program evaluation.
- c. Ensure that an adequate number of Learning Facilitators, Coach Evaluators and Mentors are trained and appropriately qualified in Alberta to meet the Association's needs.
- d. As and when required, be a Provincial Learning Facilitator, Coach Evaluator and Mentor.
- e. As and when requested, to carry out CSA coaching duties, providing Alberta Soccer Board approval has been granted.

4. Player Development - Provincial Teams and Excellence Stream

- a. Responsible for the implementation of both the annual and multi-year plans, as they relate to Provincial Teams and Alberta Soccer Excellence Stream Player Development.



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



- b. To serve as the technical liaison with the ASC relating to the Canada Games, Western Canada Games, Arctic Winter Games and the Alberta Summer Games.
- c. Responsible for ensuring that Regional Coaches are appropriately engaged in program delivery and to provide feedback into program evaluation.
- d. To ensure the implementation and maintenance of an effective and efficient province-wide scouting network.
- e. In collaboration with Regional Coaches facilitate the annual appointment of coaches, assistant coaches and development coaches for all the Alberta Soccer Provincial Teams while ensuring an appropriate succession program is in place to address the program's long-term requirements.
- f. In consultation with the Technical Committee, establish standards and ensure the preparation of annual plans, by the Association's Provincial Coaches, for all select teams.
- g. Primary Alberta Soccer liaison with the Canada Soccer REX/Professional Club academies and personnel.

5. Player Development – Grassroots

- a. Responsible for supervising the implementation of the multi-year and annual plans, as they relate to Alberta Soccer's Grassroots programming.
- b. Ensure consistent application of standards through review and approval process of technical content and instruction for endorsement of privately-conducted soccer skills camps, academies and soccer schools.

6. Canada Soccer Club Licensing

- a. In collaboration with the Executive Director and Canada Soccer representatives assist with the review, assessment and appropriate classification of Alberta Clubs applying to the Canada Soccer Club Licensing program.

7. Human Resources

- a. In conjunction with the Executive Director, and in consultation with the Technical Committee, screen, recruit and hire competent Technical Staff, Provincial Coaches, and Contract Coaches, as may be periodically required.
- b. To directly supervise the activities of Alberta Soccer technical staff, and complete annual written performance planning and appraisal reviews on them.
- c. In collaboration with technical staff, facilitate the timely recruitment of volunteers to operate select team, soccer schools and coach development programs guided by clear roles and responsibilities for activity within each program.
- d. Establish a positive, safe, healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all staff.
- e. Follow the performance planning and appraisal process.
- f. Participate in ongoing personal training and/or performance improvement plans as required.



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



- g. Assume co-leadership responsibility of the Association with Alberta Soccer Designates while the Executive Director is on leave, holidays or away from the office during Association Functions.

8. Other

- a. On the recommendation of the Technical Committee and the approval of the Board, may become a provincial coach directly responsible for one of Alberta Soccer's provincial teams.
- b. To promote and support Alberta prospects in the pursuit of higher level playing opportunities, either with professional clubs or with the National Teams Program (CSA REX).
- c. To perform other related duties as may be required from time to time.

9. Reporting

- a. Provide Executive Director and Association staff with updates on activity within technical programs during staff meetings.
- b. Monitor, report on and provide relevant management information to the Executive Director in a timely manner.
- c. Submit complete and accurate reports, plans, expense reports, etc., as required.
- d. Maintain up to date Goals and Work Plans accessible to all staff that serves as the technical programs journal to be archived annually.
- e. At the pleasure of the Alberta Soccer Board of Directors, the Technical Director will attend board meetings with voice and no vote.

Note: The Technical Director will be required to undertake tasks and activities up to their level of competence associated with any of the above processes.

KEY DELIVERABLES

- Meet and exceed duties outlined above.
- Sparring partner is the Executive Director.
- Comply with all Alberta Soccer provided policies and procedures.
- Responsible use of association assets.