



Fort McMurray Youth Soccer Association

Box 10, 8115 Franklin Avenue, Fort McMurray, AB T9H 2H7

1303-9908 Penhorwood St, Fort McMurray, AB T9H 5P3

Phone: (780) 791-7090 Fax: (780) 791-1446

E-mail: fmysa@shaw.ca Website: fmyouthsoccer.com

GRASSROOTS PROGRAMS COORDINATOR Job Description

The Fort McMurray Youth Soccer Association (FMYSA) is a Youth Soccer association located in Fort McMurray, Alberta, currently encompassing approximately 650 mini, junior and youth soccer athletes between the ages of 3-17. The FMYSA believes in the impact sport can play in the empowerment of our members.

As an association we strive to follow best practices. In providing a participant-centred model encompassing a variety of programming options, the individual participant self-selects the route that is a best-fit with their dreams and goals. In providing appropriate program delivery within the Active Start, Fundamentals, Learn to Train and Active for Life LTPD Stages of Development phases.

The Grassroots Programs Coordinator reports directly to the FMYSA Technical Director. This position is responsible for the day-to-day operations of all House League (U4 – U15/17) program activities of the organization.

Reports to: Technical Director.

Programs Oversight: Indoor & Outdoor House League programs and Summer Soccer Camps.

Internal Relationships: Working with all FMYSA staff, FMYSA Board members, FMYSA Athlete and Parent/Guardians of Athlete members.

External Relationships: All external partners including the ASA, RMWB, SSWC, McDonald Island, Campea, Tim Hortons and other partnering local sport organizations.

Strategic Priorities: Strengthening the overall delivery of FMYSA's Grassroots programs that includes training & competition platforms and operations of the House League and Summer Camps.

Overall responsibilities:

- Organize, manage, oversee and implement of FMYSA House League programs and Summer Soccer Camps.
 - Coordination and support in the delivery of LTPD within the House League programs.
 - Administrative responsibilities as required.
 - Manage Grassroots budgetary responsibilities.
 - Support with other FMYSA programming and activities as required.
 - Meet with Technical Director weekly for debriefing and furnish monthly report to be presented at FMYSA Board meetings.
 - Attend Board meetings when possible.
- **Indoor & Outdoor House League Programs**
 - Advertise, promote and attend the House League Registration Days.
 - Work with Office Administrator with registrations.
 - Setup and organize teams for House League programs and communicate with parents.
 - Hire, train and mentor Grassroots Development Coaches.
 - Appoint, train and mentor Volunteer Parent Coaches.
 - Organize, run and deliver of FMYSA Grassroots Development Coach and Volunteer Parent Coach education and workshop programs.



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- Be present at the field to manage and oversee the delivery of the Indoor and Outdoor House League programs.
 - Ensure effective and efficient delivery of House League programs.
 - Update the FMYSA House League Program Parents Guide.
 - Regularly update and implement appropriate coaching curriculum based on the LTPD stages of development phases.
 - Work closely with coordinator management director and House League End of Season Festival Volunteers to organize, manage and oversee the running of the House League End of Season Festivals.
 - Communicate with Referees Coordinator for appointment referees for House League Game Nights.
- **Uniforms and Equipment - Supports Equipment Director in;**
 - Ordering of uniforms from Tim Hortons and Campea to outfit House League programs, Summer Soccer Camps and Fury Select programs.
 - Ordering equipment for the delivery of House League programs, Summer Soccer Camps and Fury Select programs.
 - Managing of inventory of uniforms and equipment.
 - Out fitting and distributing of uniforms at the start of House League and Fury Select teams.
 - Work with Office Administrator to secure volunteers for the first day of House League program for uniform distribution.
 - **Facilities Booking – Supports Director in;**
 - Facilities booking for Indoor and Outdoor House League programs, Summer Soccer Camps and Fury Select program trainings.
 - Overseeing, managing and updating FMYSA website with weather cancellations each day.
 - **Summer Soccer Camps**
 - Advertise and promote Summer Soccer Camps.
 - Hire and train Summer Soccer Camps Coaches.
 - Organize, manage and run the Summer Soccer Camps and its curriculum delivery.
 - **Other duties**
 - Participate in Fury Select programs Tryouts when possible.
 - Participate in hosting of Provincial Championships or tournaments.
 - Maintain contact for Community and School Outreach programs and occasionally run sessions for schools requested by various elementary schools athletic coordinators or directors.
 - Perform duties as requested by the Technical Director.
 - Update FMYSA website with relevant information related to House League, Summer Soccer Camps and Fury Select programs.

General Duties and Skills

- Knowledge of Provincial Alberta Soccer Association structure would be an asset.
- Knowledge of CSA Long-term Player Development.
- Administrative experience in working with MS Office or associated programs.
- Presentation and Public Speaking skills.
- Knowledge of CSA Coach Development pathway.
- Ability to build and maintain effective working relationships with our partners.



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- Comfortable in a fast-paced environment with time sensitive deadlines.
- Able to work independently and in a TEAM environment, while maintaining confidentiality.
- Must be willing to work within and support the overall structure and philosophical strategy of players and coaching development as set out by the Technical Director.
- Self-Starter with a vision and knowledge of grassroots athlete's needs.
- Capacity to represent FMYSA in a professional manner.
- Willing to submit to CPIC (Criminal Records) clearance.
- Fluency in English.
- Passionate about Sport, Youth & Community.
- Experience in a Sport related field and /or environment.

Job Specific

- Academic background in a field such as Kinesiology, Sports Management Diploma, Sports Coaching or related preferred.
- Has the attained or willing to work towards attaining CSA Child and Youth Coach certification and NCCP Competition Development certification.
- Has former and/or current coaching and development experience working with youth athletes and grassroots environment.
- Experience developing youth programming, scheduling, and curriculum an asset.
- Ability to manage and oversee coaching staff.
- Ability to communicate and problem solve issues arise dealing with parents.

Remuneration

- \$40,000 annual salary.
- Salary will be based on education, training, certification level, and experience.

Application

Interested applicants should submit their resume and cover letter to FMYSA Technical Director (Att: Macky Singh) via email tdfmysa@gmail.com

Potential start date of position: 1st September 2019.