



Sherwood Park District Soccer Association

#201 251 Kaska Road
Sherwood Park, AB T8A 4E8
(p) 780.449.1343
www.spdsa.net

April 8, 2021

FEMALE DIRECTOR JOB POSTING

The Sherwood Park District Soccer Association (SPDSA) is very excited to solicit applications for a "newly" created position of "**Female Director**" within the Technical Department of the SPDSA. The SPDSA is committed to growing the female game within Sherwood Park, the Capital Region & Alberta, and believes that significant investment in the organization's female game is required. This position's sole purpose is to promote female programming within the organization and ensure that the SPDSA is current in female player & coach development best practice.

Reporting to the SPDSA Technical Director, the Female Director is responsible for the SPDSA's Female programs' operation and management, providing feedback on SPDSA Female teams and their coaches in our U4 – Adult age groups. The Female Director will be responsible for delivering sessions and coach mentorship through the season in alignment with Long Term Player Development. The Female Director is also responsible for identifying talent and facilitating female players' transition through the **SPDSA Player Management Pathway**. Each season the Female Director will present possible changes and improvements for the program and/or technical curriculum.

RESPONSIBILITIES

PLANNING & BUDGETING

- Develop a Female budget with the Program Director and General Manager
- Design and plan a yearly Female Calendar.
- Monitor the Female portions of the approved budget, income and expenditures.
- Assist in the preparation of the annual program evaluation and reporting documents.

FEMALE PROGRAM

- Identify training and development needs for female players and coaches.
- Design and administer an overall coach development program based on the "coach the coaches" concept, including the systematic evaluation and feedback processes.
- Build relationships with Female stakeholders and families.
- Develop communications specific to the Female program, which will be shared to coaches and parents.
- Plan, deliver and discuss session plans with Female team coaches.
- Manage FAQ's during the season.
- Support and provide Feedback to Female team coaches during season and self-improvements.
- Assist in the development all Female programs and curricula.
- Assist in the development of skill development programs and curricula for all female athletes within SPDSA in alignment with LTPD principles
- Develop and manage a talent identification system and feedback process within the Female Program
- Develop and maintain on the SPDSA computer server a technical resource library including age-specific session manuals and other tools

PLAYER DEVELOPMENT

- Maintain a staff coach role as assigned by the Technical Director and Phoenix Director.
- Assist the Technical department in the overall recruitment and identification of coaches and players.
- Promote and support prospects in the pursuit of higher-level playing or coaching opportunities.



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ADMINISTRATION

- Provide website content, newsletter content, updates and communications.
- In coordination with administration, account and tracking for all Technical Equipment
- When required, assist the registrar in ensuring the completion of security for all Phoenix & Community coaches.
- Coordinate facility bookings for all Female Programs and Events with administration.
- Identify opportunities for process and policy improvement and recommend changes.
- Promotion of the SPDSA to all stakeholders, parents and players
- Liaise with the CSA, ASA, EIYSA, EMSA, EDSA and other Clubs on technical matters, as necessary.
- Participate in strategic and business planning
- Attend Technical Committee and/or Board meetings as requested

DESIRED CORE COMPETENCIES AND BEHAVIORS

The incumbent is expected to demonstrate the following competencies and behaviours to fulfill the responsibilities of the position successfully:

- Expertise working with young players and coaches in the early and later stages of development.
- Superior Coaching skills, knowledge, and background in the game
- A good understanding of Long-Term Athlete Development principles
- Respects and practices the mission, goals and guiding principles of the SPDSA
- Represents SPDSA in an accurate, fair and favourable manner
- Strives to enhance the image of SPDSA: assists with promotion and visibility of the Association to all stakeholders
- Excellent interpersonal skills in dealing with members, the public, staff, and Board under all types of conditions; maintaining a positive and supportive approach
- General Managerial skills including but not limited to: administration, organization, leadership, timely verbal and written communication, decision making, resource management and basic computer proficiency
- Ability to work with minimal supervision
- Must be well organized and possess excellent time management skills.
- Demonstrates the ability to multi-task in a high-paced environment.

DESIRED KNOWLEDGE, EDUCATION AND EXPERIENCE

- Minimum CSA Youth and Children's Licence in Coaching or equivalent (or in the process of obtaining).
- Background in teaching an asset
- Minimum two years' experience in a not-for-profit soccer organization preferred
- High-level playing experience preferred
- Relevant post-secondary education in Recreation, Physical Education or related field
- Proficiency in information systems software applications such as Microsoft Office Suite (Word, Outlook, Excel), and databases

WORKING CONDITIONS

- The Female Director works in an office and suitable environment with flexible hours to accommodate a coaching role. Still, the mission of the Association may often take them to non-standard workplaces.
- The Female Director works an average of 40 hours per week but may often work additional evenings, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events.

Note: This role may require additional responsibilities and duties as assigned by the SPDSA from time to time



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SALARY TO COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS.

Interested candidates are encouraged to apply by submitting their resume and cover letter to employment@spdsa.net

Posting will remain open until the position has been filled.

We thank all applicants that express interest in the position, but only those selected for an interview will be contacted.