



October 15, 2024

RE: Alberta Soccer Association Sporting Director

Alberta Soccer is excited to recruit for the position of Sporting Director. The successful candidate will be responsible for the ASA Technical Department and reports to the ASA Executive Director. This position is responsible for referee, player and coaching program development and delivery.

The Job Description is found below.

This is a full time position and compensation will be reflective of experience.

**Closing Date for Applications –when a suitable applicant is found**

Resumes are to be emailed to Lisa Grant [lgrant@albertasoccer.com](mailto:lgrant@albertasoccer.com) with the subject line “Alberta Soccer Sporting Director”

Any questions about the role can be submitted to Lisa Grant as listed above.

Sincerely,

Lisa Grant  
Executive Director  
[lgrant@albertasoccer.com](mailto:lgrant@albertasoccer.com)



## **Position Charter / Job Description**

### **Position Title: SPORTING DIRECTOR**

#### **PURPOSE OF POSITION**

As a key Alberta Soccer Association leadership team member, the Sporting Director will actively contribute to and work toward the objectives outlined in the Association's strategic direction and operational plans. The Sporting Director will be responsible for the strategic leadership, development, and implementation of all technical aspects of soccer within Alberta. This encompasses the overall vision, planning, and execution of programs and initiatives that foster player and referee development, coach education, and the growth of the sport. The Sporting Director will work closely with the Executive Director, staff, and stakeholders to ensure that the Alberta Soccer Association's programs align with its mission, vision, and values and contribute to the overall success of soccer in the province.

#### **PRIMARY WORKING RELATIONSHIPS:**

##### **1. Reporting Relationship**

- The Sporting Director reports directly to the Executive Director.

##### **2. Working Relationship - Professional**

- ASA Office Staff

##### **3. Working Relationship - External**

- ASA Sanctioned District/League/Club Representatives
- ASA Sanctioned Soccer Clubs and Academies

#### **AUTHORITY**

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



### **Core Responsibilities:**

- **Program Development:** Overseeing the design, implementation, and evaluation of technical development programs for players, coaches, and referees.
- **Coach Education:** Leading the development and delivery of coach education programs to enhance Alberta's coaching quality.
- **Player Development:** Be responsible for building and developing high-performance players from the grassroots to professional soccer, fostering a culture of excellence within the player development program, collaborating with clubs and leagues, and monitoring and evaluating player development programs to identify areas for improvement.
- **Referee Development:** collaborate closely with the Referee Development Lead to enhance the Officials program. This includes developing and implementing effective training programs, ensuring high-quality education, attracting new referees, and providing support to retain existing ones.
- **Stakeholder Engagement:** Building and maintaining solid relationships with key stakeholders, including clubs, leagues, and provincial and national governing bodies. Meaningfully engaging partners and stakeholders to enhance capacity building across all levels of soccer.
- **Budget Management:** Managing the budget for technical development programs and ensuring effective allocation of resources.
- **Talent Identification:** Focusing on development and direct supervision of talent identification systems.
- **Program Design and Implementation:** Designing and implementing innovative programs and services to enhance soccer development in Alberta.

## **ACTIVITIES**

### **1. Technical Committee**

- a. Provide expert guidance and support to the Technical Committee. This includes offering insights on program development, coach education, player pathways, and referee training.

### **2. Planning and Budgeting**

- a. Lead strategic planning and financial management for technical development.
- b. Develop and oversee multi-year and annual plans.



- c. Collaborate with stakeholders and ensure alignment with strategic goals.
- d. Manage the budget for technical development programs.
- e. Monitor and manage budget allocation.

### **3. Coach Training and Development**

- a. Oversee the implementation of coach training and development programs.
- b. Ensure effective program delivery and evaluation.
- c. Manage the recruitment and training of Learning Facilitators, Coach Evaluators, and Mentors.
- d. Provide expertise as a Provincial Learning Facilitator, Coach Evaluator, or Mentor when needed.
- e. Represent Alberta Soccer at CSA coaching events.

### **4. Player Development - Excellence Stream and Grassroots**

- a. Lead the implementation of player development programs.
- b. Serve as the technical liaison with SPAR for national and regional games.
- c. Ensure effective program delivery and evaluation by Technical Leads.
- d. Coordinate a province-wide scouting network with club Technical Leads.
- e. Appoint coaches for Alberta Multisport Soccer Provincial Teams.
- f. Liaise with Canada Soccer REX/NDC/HPP/Professional Club academies.
- g. Oversee the implementation of grassroots development programs.
- h. Ensure quality standards for privately conducted soccer programs.

### **5. 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.

### **6. Human Resources**

- a. Establish a positive, safe, healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all employees



- b. Lead the recruitment and hiring of technical staff, Technical Leads, and Contract Coaches.
- c. Supervise and evaluate the performance of technical staff.
- d. Facilitate the recruitment of volunteers for various programs.
- e. Foster a positive and supportive work environment.
- f. Participate in ongoing professional development.
- g. Share leadership responsibilities with Alberta Soccer Designates during the Executive Director's absence.

## **7. Reporting**

- a. Provide regular updates on technical programs to the Executive Director.
- b. Monitor and report on relevant management information.
- c. Submit accurate and timely reports, plans, and expense reports.
- d. Maintain up-to-date Goals and Work Plans for reference.
- e. Pursue and achieve the goals established in the strategic plan.
- f. Provides regular financial updates/analysis of accounts such as actual vs. budget.

## **QUALIFICATIONS**

### **Education:**

- National "B" License Certification or NCCP equivalent in another sport.
- Post-secondary education in sports administration, business, or related field.
- Master Coach Developer (MCD) status or ability to obtain within two years.

### **Experience:**

- Senior technical position with a club, provincial/national sport association.
- Creating, implementing, and evaluating multi-year development plans.
- Leading coaches, players, and technical staff in alignment with the Strategic Plan.
- Understanding provincial challenges and opportunities related to the Association's mission.
- Working with volunteers in a not-for-profit environment.

### **Skills and Abilities:**



- Excellent communication skills (written and verbal).
- Ability to work independently with minimal supervision.
- Strong presentation and public speaking skills.
- Conflict resolution and mediation skills.
- Organizational and time management skills.
- CPIC (Security Clearance).
- Ability to multi-task in a fast-paced environment.
- Proficiency in Microsoft Office 365.
- Familiarity with online platforms for coach education, staff education, player development, communication, and meetings.
- Strong accounting skills

**Working Conditions:**

- Mix of office and field work, including travel within Alberta and throughout Canada.
- Flexible work schedule, including weekends, evenings, and overtime.

**Personal Characteristics:**

- Understanding of the importance of building strong member relationships.
- Professional, honest, ethical, and moral behavior.
- Creative thinking and ability to implement new ideas.
- Strong communication skills.

Note: These qualifications may be subject to change based on the position's specific needs and the Alberta Soccer Association.