



Okotoks United Soccer Club
Box 472
Okotoks
AB T1S 1A7
admin@okotoksunitedsoccer.ca

Title:
Manager of House League Programs/Equipment Manager

Who are we?

Okotoks United Soccer Club (OUSC) provide quality soccer programs in the Town of Okotoks. We provide House League programs, Development Academy (District) and Competitive Soccer programs (Inter-District) for approximately 1200 players in Okotoks and surrounding communities. As an SQS Licensed member of Alberta Soccer, we are committed to providing a safe, inclusive, accessible and developmentally appropriate soccer experience for all.

Job Description:

OUSC are looking for a full-time Manager of House League (with coaching duties included) and Equipment Manager. The ideal candidate is someone who holds a Canada Soccer C-License qualification or is working towards this. We are also searching for an individual who is well organized with excellent time management skills to complete the administration functions relating to this role. Superior communication (written and verbal) skills are essential as are excellent interpersonal skills to interact positively, courteously, and professionally with OUSC members, staff and external contacts.

Location/Schedule:

Primarily located in Okotoks at our office and on field locations. Some travel to surrounding communities in season. Evening and weekend work is required.

Remuneration

- Salary Commensurate with experience
- Benefits: Health care, dental, life insurance
- Paid Vacation

Contact/application information:

If you are interested, please apply by sending your resume to Angela Mundy at admin@okotoksunitedsoccer.ca. Only candidates selected for interview will be contacted.



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Key Responsibilities and Accountabilities:

Technical/Programs Coordination

- Management, co-ordination, scheduling and coaching support of OUSC's House League Programs.
- A mentorship resource for all House League program leaders and volunteers.
- Work with OUSC's Technical Programs Director to implement a strategy for operational management and development to meet the agreed organizational performance goals with agreed budgets and timelines.
- Support OUSC Competitive and Development Academy programs as needed.
- Provide coaching support for OUSC summer camps
- Demonstrate integrity and adhere to ethical coaching standards.

Equipment

- Manage soccer inventory and equipment levels for all OUSC programs, in co-operation with the club Administrator

Player Development

- Coach teams in alignment with player development methodologies.
- Assist and contribute to the implementation to OUSC's Technical Plan provided by OUSC's Technical Director.
- Emphasize a player first approach in delivery of programs plans.

Administration

- Actively engage with all staff, volunteers and members to prioritize effective communication across programs.
- Secondary contact and assist in the organization and implementation for OUSC tournaments, in co-operation with the Club Development Academy Manager & Programs Coordinator.

Member Relations

- Collaborate with OUSC staff to create a positive team culture.
- Establish and maintain effective relationships with all club stakeholders.

Other

- Supporting OUSC staff with various tasks within the Club as required