



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

Title:

Manager of Development Academy and Programs Coordinator

Who are we?

Okotoks United Soccer Club (OUSC) provide quality soccer programs in the Town of Okotoks. We provide Grassroots programs (House), 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 Development Academy Manager (with coaching duties included) and Programs/Events Coordinator. The ideal candidate is someone who holds a Canada 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 and staff.

Location/Schedule:

Primarily 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

- Coordination and scheduling of OUSC's Development program games
- A mentorship resource for all Development program leaders and volunteers
- Support OUSC Competitive and House programs as needed
- Always demonstrate integrity, adhering to ethical coaching standards

Programs Coordination

- Primary contact and organizer for OUSC tournaments – OUSC Jamboree in June and Anthem United Cup in January.
- Provide on-site contact and supervision during all tournaments and events
- Provide leadership and coaching support for OUSC summer camp
- Ensure appropriate soccer inventory is stored/moved between indoor and outdoor facilities.

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

- Coordinate Communication with all staff, volunteers and members
- Respond to queries and requests in a professional and timely manner

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