



ALBERTA SOCCER ASSOCIATION  
LEAD, GOVERN AND EVOLVE

8123 Roper Road NW  
Edmonton, AB T6E 6S4



November 12, 2024

RE: Alberta Soccer Association Technical Lead

Alberta Soccer is excited to recruit for the position of Technical Lead. The successful candidate will be responsible for the ASA Coaching and Programming and reports to the ASA Sporting Director. This position is responsible for 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 Patrik Zimmermann [pzimmermann@albertasoccer.com](mailto:pzimmermann@albertasoccer.com) with the subject line “Alberta Soccer Technical Lead”

Any questions about the role can be submitted to Patrik Zimmermann as listed above.

Sincerely,

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



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## **Position Charter / Job Description**

**Position Title:** Technical Development Lead

### **PURPOSE OF POSITION**

- Work alongside ASA members on all Technical Development programming and issues through the development and performance streams of Canada Soccer Long Term Player Development model.
- Work closely with the ASA staff assigned to the registration and course management duties for Technical Development programs, acting as their indirect supervisor on development programming.
- Provide and support programs that will ensure player registration, retention, education, talent identification, promotion, training and development in Alberta.
- To liaise with the Canadian Soccer Association (CSA) and the CSA Provincial Representative on all Technical Development matters in Canada.

### **PRIMARY WORKING RELATIONSHIPS:**

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

- The Technical Development Lead reports directly to the Technical Director and indirectly to the Executive Director of the ASA.

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

- Alberta Soccer Office Staff
- Canada Soccer Personnel
- Alberta-Based Professional Club Personnel
- Alberta-Based National Youth Club Licence Club Staff

#### **3. Working Relationship - Volunteer**

- Alberta Soccer Member Associations
- Alberta Soccer Sanctioned District/League/Community Representatives

### **AUTHORITY**

Within such limits, as may be established together by the Technical Director in concert with the ASA Executive Director and within the normal operating procedures and policies of the Association. The ASA Technical Development



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Lead, using sound business judgement, is empowered with the stewardship and accountability for their area of responsibility.

## **ACTIVITIES/DUTIES**

### **A. Planning and Budgeting**

In concert with the ASA Technical Director and ASA Financial Manager, the Technical Development Lead is responsible for:

- 1) The preparation and quarterly monitoring of the annual and multi-year plans, as they relate to performance programming, for inclusion in the Association's annual planning process and in alignment with strategic goals set by the ASA Board of Directors.
- 2) The preparation of the annual program budget, as it relates to performance programming, for inclusion in the Association's annual budgeting process.
- 3) Monitoring and controlling the approved budget, income and expenditures, as they relate to performance programming.
- 4) The preparation of the annual program evaluation and reporting documents
- 5) Provide financial records within the approved timelines stated by the ASA Financial Manager and Technical Director.

### **B. Club Licensing**

- 1) In collaboration with the Technical Director and Canada Soccer representatives support the review, assessment and appropriate approval of Alberta Clubs applying to the Canada Soccer Club Licensing program for the National Youth Club Licencing (NYCL).
- 2) Assist with informal and formal observation protocols to ensure the ongoing compliance of each license holder of the National Youth Club Licencing (NYCL).
- 3) In collaboration with the Technical Director and Canada Soccer representatives assist the review, assessment and appropriate approval of Alberta Clubs applying to the Canada Soccer Club Licensing program for SQS, MA1 and MA2 licensing applications.
- 4) Develop and deliver support processes to assist the member associations of Alberta Soccer to understand and implement the specific criteria to fulfill licensing requirements.

### **C. Standards Based Competition Programming**

- 1) In collaboration with the Technical Director, direct the organization and maintenance of the Alberta Youth Soccer League games programs according to National Youth Club Licensing regulations.



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- 2) Through a yearly review process, lead in the operational and structural assessment and evolution of the standards based competition games programs.
- 3) In collaboration with the Technical Director, monitor and evaluate participating club training and games programs to ensure program standards are being adhered to by all participating members.
- 4) In collaboration with the Technical Director, support the delivery of any Player Development Program Club and Coach Development training activities.
- 5) To be an active participant in the Alberta Youth Soccer League Technical Committee.

#### **D. Player Development Programming**

- 1) In collaboration with the Technical Director and Canada Soccer representatives, support the review, assessment and appropriate approval or renewal of Alberta Clubs applying for the Canada Soccer Skill Centre Licensing.
- 2) In collaboration with the Technical Director and associated organization representatives, lead in the planning and delivery of futsal activities.
- 3) Support Alberta Soccer members in their player development planning and delivery of festival style events.
- 4) Assist in observing and reporting player identification for Albert Soccer player identification events.

#### **E. Coach Education**

- 1) In collaboration with the Technical Director and Canada Soccer representatives, assist in the planning, delivery and review of Advanced Coach Education programs.
- 2) In collaboration with the Technical Director and Canada Soccer representatives, assist in the planning, delivery and review of Grassroots Coach Education programs.
- 3) Support the Alberta Soccer Coach Education program delivery by being a Learning Facilitator, Coach Evaluator and Master Coach Developer.

#### **F. Coach & Club Development**

- 1) In collaboration with the Technical Director and Canada Soccer representatives, assist in the planning, delivery and review of coaching clinics, conferences and study visits.
- 2) In collaboration with the Technical Director, support the development of technical strategic planning and programming for Alberta Soccer Member clubs.
- 3) Attend coach education and development themed events to develop knowledge and understanding of coaching trends and best practices.
- 4) Be a Coach Mentor supporting Alberta Soccer's formal and informal coach education programs and initiatives.



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## **G. Human Resources**

- 1) Maintain a close relationship with Alberta Soccer members to encourage adherence to standards and appropriate communication with the relevant District.
- 2) Establish a positive, safe, healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all employees.
- 3) Follow the performance planning and appraisal process.
- 4) Participate in ongoing personal training and/or performance improvement plans as required.
- 5) Participate in relevant continued professional development training every twelve months.

## **H. Reporting**

- 1) Participate in bi-weekly staff meetings and inform staff on productivity in defined areas of responsibility.
- 2) Monitor and report on activities and provide relevant management information to the Technical Director.
- 3) Submit complete and accurate reports, plans, and expense reports (timeline to be approved by the Technical Director).

Note: The Technical Development Lead will be required to undertake tasks and activities up to their level of competence associated with any of the above processes.

## **KEY DELIVERABLES**

- Meet and exceed the duties outlined above.
- The sparring partner is the Technical Director
- Comply with all ASA-provided policies and procedures.
- Responsible use of association assets.

## **QUALIFICATIONS**

### **A. Education**

- a. A minimum Canada Soccer C License Certification.
- b. To enrol and complete the Canada Soccer B Diploma upon appointment.



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**B. Knowledge, skills and abilities**

- a. Should have 5 or more years of experience coaching athletes
- b. Experience in creating, implementing and evaluating multi-year development plans for development programs.
- c. Knowledge of current provincial challenges and opportunities relating to the mission of the Association
- d. Proficiency in Microsoft Office is essential (Outlook, Word, Excel, PowerPoint)
- e. Must demonstrate the ability to work with volunteers in a not-for-profit environment
- f. Knowledge of financial management is an asset
- g. Superior communication skills are essential for this high-profile position
- h. Can work with minimal supervision
- i. Strong presentation and public speaking skills
- j. Must be well organized with excellent time management skills

**C. Working Conditions**

- a. The Technical Development Lead will work partially in an office environment, but the mission of the association will most often take them to non-standard workplaces with travel requirements throughout the territory.
- b. The Technical Development Lead works a week that includes the weekend, but additionally will often work evenings, and overtime hours to accommodate activities.

**PERSONAL CHARACTERISTICS**

- Should understand the importance of developing excellent membership relationships, both internally and externally
- Demonstrated professional and ethical behaviour
- Customer service orientation
- High level of accuracy
- Willingness to adapt to last-minute changes
- Should have the ability to think creatively and implement new ideas
- Work Independently
- Problem solving ability