



ALBERTA SOCCER ASSOCIATION  
*The Governing Body of Soccer in Alberta*

11759 Groat Road  
Edmonton, AB T5M 3K6



December 21, 2021

RE: Alberta Soccer Association Technical Director

Alberta Soccer is excited to recruit for the position of Technical Director. The Technical Director will be responsible for the preparation and implementation of the player and coach development component of Alberta Soccer's Program Plan.

The successful candidate will have strong communication skills, demonstrated professional, honest, ethical and moral behavior; and will have the ability to think creatively and implement new ideas.

The Job Description is found below.

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

**Closing Date for Applications – January 15, 2022**

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

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

Sincerely,

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



**ALBERTA SOCCER ASSOCIATION**  
*The Governing Body of Soccer in Alberta*

11759 Groat Road  
Edmonton, AB T5M 3K6



## **Position Title – TECHNICAL DIRECTOR**

### **PURPOSE OF THIS POSITION**

The Technical Director is responsible for the preparation and implementation of the player and coach development component of Alberta Soccer's Program Plan (an annual and multi-year plans including budget preparation) in consultation with the Alberta Soccer Technical Committee and in alignment with strategic goals set by the Board and the Executive Director.

### **REPORTING RELATIONSHIP**

The Technical Director reports directly to the Executive Director and indirectly to the Alberta Soccer Board of Directors.

### **AUTHORITY**

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

### **QUALIFICATIONS**

#### **1. Education**

- a. A minimum National "B" License Certification or satisfactory equivalent.
- b. A post-secondary education in sport administration or business or equivalent.
- c. Master Learning Facilitator (MLF) status with Canada Soccer or an ability to acquire MLF status within 2 years of employment start date.

#### **2. Knowledge Skills and Abilities**

- a. Experience in a senior technical position with a club, provincial (or equivalent) or national soccer association.
- b. Experience in the creation, implementation and evaluation of multi-year development plans for grassroots through to high performance programs.
- c. Proven ability to lead coaches, players and technical staff in accordance with the Strategic Plan.
- d. Knowledge of current provincial challenges and opportunities relating to the mission of the association.
- e. Must demonstrate the ability to work with volunteers in a not for profit environment.



**ALBERTA SOCCER ASSOCIATION**  
*The Governing Body of Soccer in Alberta*

11759 Groat Road  
Edmonton, AB T5M 3K6



- f. Superior communication (written & verbal) skills are essential for this high-profile position.
- g. Proven ability to work with minimal supervision.
- h. Strong presentation and public speaking skills.
- i. Must be adept at conflict resolution and mediation skills.
- j. Must be well organized and possess excellent time management skills.
- k. CPIC (Security Clearance) required.
- l. Demonstrated ability to multi-task in a high paced environment.

### **3. Working Conditions**

- a. The Technical Director 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 Director works a week that includes the weekend, but additionally will often work evenings, and overtime hours to accommodate activities.

### **4. IT and Office Systems**

- a. Microsoft Office 365 Proficiency (Email, Excel, PowerPoint, Sharepoint, etc.)
- b. Proficient in the use of online platforms for coach education, staff education, player development, communication and meeting purposes.

### **5. Personal Characteristics**

- a. Should understand the importance of developing excellent membership relationships, both internally and externally.
- b. Demonstrated professional, honest, ethical and moral behavior.
- c. Should have the ability to think creatively and implement new ideas.
- d. Strong communication skills.

## **ACTIVITIES/DUTIES**

### **1. Technical Committee**

- a. Provide professional support and recommendations to the Technical Committee relating to program development and planning.
- b. Facilitate communications of the Technical Committee.
- c. Prepare Committee reports, meeting minutes and other documentation for Alberta Soccer Board information and approval.
- d. Ensure meeting arrangements are made and communicated to Technical Committee and Alberta Soccer Executive Director.

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

- a. Responsible for the preparation and quarterly monitoring of the multi-year and annual plans, as they relate to Coach Education, Player Development (including Alberta Summer Games, Western Canada Games, Canada Summer Games and Arctic Winter Games Teams) and Canada Soccer Club Licensing initiatives in



**ALBERTA SOCCER ASSOCIATION**  
*The Governing Body of Soccer in Alberta*

11759 Groat Road  
Edmonton, AB T5M 3K6



- Alberta for inclusion in the Association's annual planning process, in consultation with the Technical Committee and in alignment with strategic goals set by the Board.
- b. Present at all Alberta Soccer Planning Meetings and General Meetings of the membership on technical matters.
  - c. Working with the Alberta Soccer Director of Operations and Accounting is responsible for the preparation of the annual program budget, as it relates to Coach and Player Development, for inclusion in the Association's annual budgeting process.
  - d. Participate and liaise with Sport, Physical Activity and Recreation (SPAR) to obtain available Funding Grants.
  - e. Responsible for monitoring and controlling approved budget, income and expenditures, as they relate to Coach Education and Player Development programs.
  - f. In consultation with the Executive Director and in collaboration with Technical Staff, develop the Technical Department's annual work plan, delegating various responsibilities relating to the Alberta Soccer's Annual Plan.
  - g. Responsible for the preparation of the annual program evaluation and reporting documents.

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

- a. Responsible for the implementation of both the annual and multi-year plans, as they relate to Coach Training & Development, including delivery of NCCP/CSA coach certification program.
- b. Responsible for ensuring that Technical development personnel are appropriately engaged in program delivery and to provide feedback into program evaluation.
- c. Ensure that the Manager of Coach Education engages an adequate number of Learning Facilitators, Coach Evaluators and Mentors are trained and appropriately qualified in Alberta to meet the Association's needs.
- d. As and when required, be a Provincial Learning Facilitator, Coach Evaluator and Mentor.
- e. As and when requested, to carry out CSA coaching duties, providing Alberta Soccer Executive Director approval has been granted.

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

- a. Responsible for the implementation of both the annual and multi-year plans, as they relate to Alberta Soccer Excellence Stream Player Development.
- b. To serve as the technical liaison with the SPAR relating to the Canada Games, Western Canada Games, Arctic Winter Games and the Alberta Summer Games.
- c. Responsible for ensuring that Technical Leads are appropriately engaged in program delivery and to provide feedback into program evaluation.
- d. To ensure the cooperation of an effective and efficient province-wide scouting network with club Technical Leads.
- e. In collaboration with Technical Leads facilitate the annual appointment of coaches, assistant coaches and development coaches for all the Alberta Multisport Soccer



**ALBERTA SOCCER ASSOCIATION**  
*The Governing Body of Soccer in Alberta*

11759 Groat Road  
Edmonton, AB T5M 3K6



Provincial Teams while ensuring an appropriate succession program is in place to address the program's long-term requirements.

- f. Primary Alberta Soccer liaison with the Canada Soccer REX/Professional Club academies and personnel.

### **5. Player Development – Grassroots**

- a. Responsible for supervising the implementation of the multi-year and annual plans, as they relate to Alberta Soccer's Grassroots programming.
- b. Ensure consistent application of standards through review and approval process of technical content and instruction for endorsement of privately-conducted soccer skills camps, academies and soccer schools.

### **6. 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.

### **7. Human Resources**

- a. In conjunction with the Executive Director, and in consultation with the Technical Committee, screen, recruit and hire competent Technical Staff, Technical Leads, and Contract Coaches, as may be periodically required.
- b. To directly supervise the activities of Alberta Soccer technical staff, and complete annual written performance planning and appraisal reviews on them.
- c. In collaboration with technical staff, facilitate the timely recruitment of volunteers to operate select team, soccer schools and coach development programs guided by clear roles and responsibilities for activity within each program.
- d. Establish a positive, safe, healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all staff.
- e. Follow the performance planning and appraisal process.
- f. Participate in ongoing personal training and/or performance improvement plans as required.
- g. Assume co-leadership responsibility of the Association with Alberta Soccer Designates while the Executive Director is on leave, holidays or away from the office during Association Functions.

### **8. Other**

- a. On the recommendation of the Technical Committee and the approval of the Executive Director, may become a provincial coach directly responsible for one of Alberta Soccer's multisport provincial teams.



**ALBERTA SOCCER ASSOCIATION**  
*The Governing Body of Soccer in Alberta*

11759 Groat Road  
Edmonton, AB T5M 3K6



- b. To promote and support Alberta prospects in the pursuit of higher-level playing opportunities, either with professional clubs or with the National Teams Program (CSA REX).
- c. To perform other related duties as may be required from time to time.

## **9. Reporting**

- a. Provide Executive Director and Association staff with updates on activity within technical programs during staff meetings.
- b. Monitor, report on and provide relevant management information to the Executive Director in a timely manner.
- c. Submit complete and accurate reports, plans, expense reports, etc., as required.
- d. Maintain up to date Goals and Work Plans accessible to all staff that serves as the technical programs journal to be archived annually.
- e. At the pleasure of the Alberta Soccer Executive Director, the Technical Director will attend board meetings with voice and no vote.

Note: The Technical Director 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 duties outlined above.
- Sparring partner is the Executive Director.
- Comply with all Alberta Soccer provided policies and procedures.
- Responsible use of association assets.