



Waterloo Minor Soccer Club  
2001 University Avenue East, Suite 107  
Waterloo, Ontario  
N2K 4K4  
Office 519-578-9680

## **Waterloo Minor Soccer Club Technical Director**

WMSC operates as a non-profit youth soccer club in the Regional Municipality of Waterloo. The club strives to offer its members the highest possible quality of programming. To support this goal, you will work to exceed customer service expectations of all clients, including athletes, coaches, and parents; and will provide administrative support for all Grassroots, Competitive, OPDL, and Technical WMSC programs, courses, and initiatives.

### **Overview of Responsibilities**

The Technical Director is a senior leader within the Waterloo United and reports directly to the Executive Director (ED). The position is responsible for the Club's technical Direction alongside the Assistant Technical Director, Grassroots Manager, and Competitive Administrator, for the day-to-day management of soccer development activities. Key aspect of the role is overseeing all the clubs programming and the management of the club's overall technical budget and the direction of the club's technical staff.

### **Position Summary**

The Technical Director reports to the ED and works closely with the technical staff to implement and manage all technical programming.

### **Position Requirements**

- a. Minimum National B Coaching License or international equivalent, as recognized by the CSA, with National A, preferred;
- b. Post-Secondary Education in an applicable field of study; (Sports Coaching/Science/Education or related field)
- c. A proven track record in the development of large youth soccer programs at the grassroots/youth development level.
- d. An ability to think and plan strategically as part of a team, and effectively link technical planning with broader club goals;

### **Knowledge and Experience**

- a. Strong working knowledge of and support for the Canadian Soccer Association's Long Term Player Development (LTPD) model & Ontario Soccer current player development policies
- b. Knowledge of international player development systems and how they differ from and integrate with community sports programs;
- c. A strong understanding of youth soccer competition structure and how it relates to optimal player development;
- d. Knowledge of the Canadian soccer landscape, and the challenges and opportunities it



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presents to grassroots player development;

e. Experience directly managing, mentoring and motivating highly qualified, elite coaching personnel;

f. Experience in managing technical budgets and associated cost management and reporting.

## **Duties & Responsibilities**

### **1. Technical Leadership**

a. Support the Executive Director in the development and implementation of the Club Strategic Plan in conjunction with the Board of Directors;

b. Act as the chief spokesperson for the club on club-level technical development matters, including external liaisons with governing bodies and leagues;

b. Oversee the Club's involvement in, District/Regional Leagues, the Ontario Player Development League (OPDL) & League 1 Ontario.

### **2. Technical Program - Coach & Official Development**

a. Recruit, develop, strengthen the clubs pool of coaches within recreational, competitive and OPDL programs;

b. Liaise with the Assistant Technical Director to help develop and facilitate coach education;

c. Ensure the arrangement and administration of relevant and required Ontario Soccer certification courses and programs on an annual basis;

d. Liaise with the Manager of Match Officials to ensure long term official development program (LTOD) is creating the next generation of match officials.

e. Manage all feedback/complaints regarding competitive and recreational coaching staff, decisions on coaches returning to the club and joining the club at all levels.

### **3. Technical Programs - Player Development**

a. Drive the ongoing institution of LTPD principles into the clubs' House League program, including an enhanced training component, creating and maintaining a recreational curriculum.

b. Build on the Club's existing development programs alongside the Assistant Technical Director. To deliver an effective curriculum to the whole club.

c. Build partnerships with external technical service providers to create a fully integrated on-field and off-field player development program;

e. Liaise with South West Soccer, Ontario Soccer, and other leagues and governing bodies;

### **4. Budget & Schedule Management**

a. Establish and manage the Club's overall technical budget;

b. Directly manage the technical staff budget dedicated to coaching and administrative personnel in the Club's technical department and associated programs and representative teams;



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c. Manage the overall clubs technical practice schedule, ensuring that the appropriate programs receive appropriate time. Look for player development and revenue opportunities within the schedule. Liaise with competitive administrators to ensure schedule is up to date.

#### **5. Member Relations**

- a. Actively promote the technical vision and underlying philosophy outlined in the Club's Technical Development Plan to the Club's varied stakeholders, including non-technical people;
- b. Maintain a strong customer-focused approach to working with the Club's membership, ensuring effective communication with players, team coaches, and other club stakeholders;
- c. Oversee the development and continual improvement of the Club's programs and services based on evaluations and membership input;
- d. Create new partnership opportunities with local organizations.

#### **6. Reporting**

- a. Provide Ontario Soccer/Canada Soccer with required documentation for the National Youth Licence;
- b. Provide Ontario Soccer with the required documentation for the OPDL Licence Holder Review;
- d. Establish the technical component of the Club's annual Operational Plan, in liaison with the ED, Assistant Technical Director, Grassroots Manager, and Competitive Administrator;
- e. Oversee the collection of survey results for all programs administered by the club in conjunction with the technical staff.

#### **7. Other duties as may be assigned from time-to-time by the ED.**

#### **APPLICATION DEADLINE: Open until filled**

We wish to thank all applicants for their interest; however, only those selected for an interview will be contacted. Please forward your application, clearly indicating how you meet the qualifications listed above, to [jobs@waterloounited.com](mailto:jobs@waterloounited.com)

Successful applicants will be contacted for an interview.