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## Technical Coordinator, Recreational Programs

### Waterloo United Soccer Club

#### Part-Time, Hourly Position

**Approximately 15 to 20 Hours Per Week (seasonal from May to August and October to March)**

**Compensation: \$22.50 – \$30 per hour**

### About Waterloo United

Waterloo United Soccer Club is committed to creating a positive, inclusive, and development-focused soccer experience for every player and family in our community. Our Recreational Program serves hundreds of young players each year and is built around fun, learning, belonging, and quality coaching.

We are seeking a Technical Coordinator, Recreational Programs to provide leadership for the on-field delivery of our House League and recreational programming. This role will be an important member of the club's leadership structure and will help ensure our programs are organized, engaging, and delivered to a high standard.

### Position Summary

The Technical Coordinator, Recreational Programs will oversee the on-field delivery of Waterloo United's recreational soccer programs.

This role combines two key responsibilities:

1. Leading and managing the club's team of Skill Development Instructors, including onboarding, training, scheduling, communication, and ongoing support.
2. Ensuring that recreational programs are delivered effectively on the field, including session quality, coaching standards, player experience, family experience, safeguarding, and alignment with the club and Ontario/Canada Soccer's development curriculum and standards.

The successful candidate will be a strong leader, communicator, and organizer who is passionate about youth development and creating a positive experience for players, families, and staff.





## Key Responsibilities

### Leadership and Management of Skill Development Instructors

- Recruit, onboard, train, and support Skill Development Instructors.
- Serve as the primary point of contact for all instructors within the Recreational Program.
- Build and manage instructor schedules, including assigning coaches to specific fields, sessions, and age groups.
- Ensure appropriate staffing coverage across all sessions throughout the indoor and outdoor seasons.
- Provide mentorship, feedback, and ongoing evaluation to instructors.
- Reinforce club standards, conduct expectations, and professional behaviour.
- Support a positive team culture among instructors and encourage collaboration and communication.

### Program Delivery and Technical Oversight

- Oversee the on-field delivery of House League and recreational soccer programs.
- Ensure sessions are organized, engaging, safe, and aligned with Waterloo United's technical curriculum and player development philosophy.
- Maintain consistency in how programs are delivered across different age groups and locations.
- Understand and communicate what high-quality recreational soccer experiences should look like for both players and families.
- Attend sessions regularly to observe, support, and provide guidance to instructors.
- Assist with session planning, activity structure, and implementation where needed.
- Ensure age-appropriate activities, coaching methods, and positive player interactions are being used.
- Proactively review feedback from programs and recommend ways to create incremental improvement.
- Promote a welcoming, fun, and development-focused environment.

### Safeguarding and Club Standards

- Ensure all instructors follow Waterloo United's safeguarding standards, code of conduct, and risk management procedures.
- Help create a safe, respectful, and inclusive environment for all participants.
- Respond appropriately to any concerns related to player safety, parent concerns, or staff conduct.
- Support the club in maintaining high standards for communication, professionalism, and player welfare.





## Communication and Collaboration

- Communicate regularly with club leadership regarding program needs, challenges, and opportunities for improvement.
- Work collaboratively with administrative staff, technical staff, and program leaders.
- Assist with communication to families when required regarding program structure, field organization, and player experience.
- Contribute to the continuous improvement of Waterloo United's recreational programming.

## Qualifications and Experience

- Experience coaching or leading youth soccer programs, particularly at the grassroots or recreational level.
- Previous experience supervising, mentoring, or managing staff is strongly preferred.
- Strong understanding of age-appropriate player development and quality recreational programming.
- Excellent communication, organization, and leadership skills.
- Ability to manage multiple schedules, staff, and priorities at the same time.
- Passion for creating positive experiences for children and families.
- Current or willingness to obtain:
  - Valid Vulnerable Sector Check
  - Respect in Sport
  - Making Head Way
  - Appropriate coaching certification or grassroots soccer experience

## Hours and Compensation

- Part-time hourly position
- Expected commitment of 15 to 20 hours per week
- Role includes both indoor and outdoor seasons
- Evening and weekend availability required
- Compensation of \$22.50 – \$30 per hour based on experience and qualifications

## Why Join Waterloo United?

- Opportunity to play a key leadership role in shaping the experience of hundreds of young players and families.
- Be part of a club that values development, community, teamwork, and positive culture.
- Work within a supportive leadership structure committed to raising the quality of the recreational experience.
- Help build and improve an important part of Waterloo United's long-term player pathway.





## Application Process

Interested candidates are encouraged to submit:

- Resume
- Brief cover letter outlining their interest and relevant experience

Applications should be submitted at this link: [Click Here](#)

Waterloo United is committed to creating an inclusive and accessible hiring process. Accommodations are available upon request.

As part of our recruitment process, Waterloo United may use technology, including artificial intelligence tools, to assist with the review and initial screening of applications. All hiring decisions will ultimately be made by Waterloo United staff.

