



JOB POSTING

(November 1, 2023)

Position: Manager of Female Programming, Calgary South West United Soccer Club

The Calgary South West United Soccer Club (CSWU) is very excited to solicit applications for a "newly" created position of "Manager of Female Programming" within the Technical Department of CSWU. CSWU is committed to growing the female game within the Calgary area and believes that significant investment in the organization's female program is required. This position's sole purpose is to promote female programming within the organization and ensure that CSWU is current in female player & coach development best practice.

Reporting to CSWU Director of Soccer Operations, the Manager of Female Programming is responsible for the CSWU's Female programs' operation and management. The Manager of Female Programming will be responsible for delivering sessions and coach mentorship through the season in alignment with Long Term Player Development. The Manager of Female Programming is also responsible for identifying talent and facilitating female players' transition through the CSWU Player Management Pathway. Each season the Manager of Female Programming will present potential changes and improvements to the Director of Soccer Operations and Technical Committee for the betterment of the program.

RESPONSIBILITIES:

PLANNING & BUDGETING

- Develop a Female budget with the Director of Soccer Operations.
- Design and plan a yearly Female Calendar.
- Monitor the Female portions of the approved budget, income and expenditures.
- Assist in the preparation of the annual program evaluation and reporting documents.

FEMALE PROGRAM

- Identify training and development needs for female players and coaches.
- Design and administer an overall coach development program based on the "coach the coaches" concept, including the systematic evaluation and feedback processes.
- Build relationships with Female stakeholders and families.
- Develop communications specific to the Female program, which will be shared to coaches and parents.
- Plan, deliver and discuss session plans with Female team coaches.
- Manage FAQ's during the season.
- Support and provide Feedback to Female team coaches during season and self-improvements.
- Assist in the development of all Female programs and curricula.
- Assist in the development of skill development programs and curricula for all female athletes within CSWU in alignment with LTPD principles
- Develop and manage a talent identification system and feedback process within the Female Program
- Develop and maintain on the CSWU computer server a technical resource library including age-specific session manuals and other tools

PLAYER DEVELOPMENT

- Maintain a staff coach role as assigned by the Director of Soccer Operations.
- Assist the Technical department in the overall recruitment and identification of coaches and players.
- Promote and support prospects in the pursuit of higher-level playing or coaching opportunities.

ADMINISTRATION

- Provide website content, newsletter content, updates and communications.
- In coordination with administration, account and tracking for all Technical Equipment.
- When required, assist administration in ensuring the completion of security for all CSWU coaches.
- Coordinate facility bookings for all Female Programs and Events with administration.
- Identify opportunities for process and policy improvement and recommend changes.
- Promotion of the CSWU to all stakeholders, parents and players.
- Liaise with the CSA, ASA, CMSA, CWSA and other Clubs on technical matters, as necessary.
- Participate in strategic and business planning.
- Attend Technical Committee and/or Board meetings as requested.

DESIRED CORE COMPETENCIES AND BEHAVIORS

The incumbent is expected to demonstrate the following competencies and behaviors to fulfill the responsibilities of the position successfully:

- Expertise working with young players and coaches in the early and later stages of development.
- Superior Coaching skills, knowledge, and background in the game
- A good understanding of Long-Term Athlete Development principles
- Respects and practices the mission, goals and guiding principles of the CSWU
- Represents CSWU in an accurate, fair and favorable manner
- Strives to enhance the image of CSWU: assists with promotion and visibility of the Club to all stakeholders
- Excellent interpersonal skills in dealing with members, the public, staff, and Board under all types of conditions; maintaining a positive and supportive approach
- General Managerial skills including but not limited to - administration, organization, leadership, timely verbal and written communication, decision making, resource management and basic computer proficiency
- Ability to work with minimal supervision
- Must be well organized and possess excellent time management skills.
- Demonstrates the ability to multi-task in a high-paced environment.

DESIRED KNOWLEDGE, EDUCATION AND EXPERIENCE

- Minimum CSA B License Diploma and Children's License in Coaching (or in the process of obtaining).
- Background in teaching an asset
- Minimum two years' experience in a not-for-profit soccer organization preferred
- High-level playing experience preferred
- Relevant post-secondary education in Recreation, Physical Education or related field
- Proficiency in information systems software applications such as Microsoft Office Suite (Word, Outlook, Excel), and databases

WORKING CONDITIONS

- The Manager of Female Programming works in an office and suitable environment with flexible hours to accommodate a coaching role. Still, the mission of the Club may often take them to non-standard workplaces.
- The Manager of Female Programming works an average of 40 hours per week but may often work additional evenings, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events.

This role may require additional responsibilities and duties as assigned by CSWU from time to time.

Please Note:

1. SALARY COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS
2. CANDIDATES WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A CRIMINAL RECORD WITH VULNERABLE SECTOR CHECK
3. CANDIDATES MUST BE LEGALLY ABLE TO WORK IN CANADA

Should you be interested in applying for this role, please send your resume and a covering letter to Shaun Lowther at shaunlowther@cswusoccer.com

Position vacant until filled.

Only candidates selected for an interview will be contacted.