



## **VUFC Assistant Technical Director (ATD)**

**Position Summary:** This position reports to the Technical Director (TD) and is responsible for providing leadership and/or support for all the programming listed here. The successful candidate will be a permanent, full-time employee at the Club. Hours will vary depending on workload but as a management position and due to the nature of the job, the position requires weekend and evening work regularly.

The ideal candidate should have at least five years of experience working in youth soccer in the Lower Mainland, have a CSA Children's and/or Youth License and be a BC Soccer Learning Facilitator or be willing to become one as soon as possible. We are looking for someone who can help keep kids at all ages and levels playing the game. As such, key responsibilities range from working with our youngest players at First Kicks to our BCSPL teams.

**Salary:** \$60,000 to \$70,000 per year. Payment in lieu of benefits equal to 1.5% of annual salary payable on the last paycheck of the calendar year. The position also pays \$500 annually towards the maintenance of a home office and \$50/month towards the cost of a cell phone that must be provided by the ATD. \$400 towards parking expenses will also be provided annually. A laptop will be provided. This remains the property of the Club and has to be returned when work with the club ceases due to resignation or termination.

Possibility to add to this amount for qualified candidates by coaching a BCSPL team.

**Staff and Volunteer Relationships:** The position works collaboratively with the Technical Leads, Director of Operations (DO), and the Executive Director (ED). As well, the position works closely with volunteers in the development and delivery of specific activities and responsibilities.

## **Specific Responsibilities:**

### **Coach Development**

- As a certified Learning Facilitator, the ATD will be responsible for all aspects of delivering LTPD courses to Club coaches
- The ATD will be responsible for tracking all coaches as it relates to completion of coach certification level, criminal record checks, completion of necessary concussion protocols and all other requirements of our National Youth Club License as it pertains to our staff and volunteer coaches.
- Lead and/or facilitate coach development workshops, online and in person, for Club staff and volunteer coaches as directed by the TD and within specified budgets.
- Develop programs and approaches that facilitate more female coaches at the Club

## BCSPL

- Responsible for Comet weekly game day submissions
- Responsible for all administration of our BCSPL program. Includes but not limited to:
- Assists and/or leads the running of regular BCSPL coach meetings.
- Participate in Club meetings related to BCSPL. These can be but are not limited to internal meetings, meetings with other BCSPL club staff, league staff or BC Soccer staff.
- Work with TD to select coaches for BCSPL teams as needed and as directed by TD
- Responsible for the following elements of managing the BCSPL program in collaboration with the TD:
  - YPI and Game Model
  - Start of season meeting with staff and parent coaches (and managers)
  - Scheduling of games and training
  - Scheduling of travel to away games
  - Fitness testing (dates and times to be approved by TD)
  - Off-season training (communication)
- Coordination of scheduling games & training sessions in collaboration with TD
- Responsible for annual kit ordering, kit sizing event & distribution in coordination with TD
- Representative at all BCSPL meetings & workshops
- Responsible to submit BCSPL Technical service plan as required by BC Soccer in collaboration with TD
- Responsible for YPI updated yearly for CSA annual review (with TD)
- Responsible for Game Model annual update for CSA Action Plan (with TD)
- Responsible for Club Periodization chart. Yearly version updated and submitted for CSA annual NYCL review
- Responsible for Intake orientation meeting with parents and players (with TD)
- Responsible for BCSPL Pro coach Annual workshop (with TD)
- Responsible for the Player “Check in” process. Collected data submitted for CSA annual NYCL review
- All BCSPL submissions to the BCSPL League Manager and/or BC Soccer staff
- Responsible for Game day Referee coordination with designated referee assignor
- Consultation on travel opportunities with BCSPL teams in collaboration with TD
- BCSPL game day consultation & coordination in collaboration with TD
- New programming consultation/collaboration with TD
- Option, at the discretion of the TD, to coach one BCSPL team
  - Payment would be in addition to remuneration as ATD and would be the same as payment for other BCSPL coaches

#### **U4-7 First Kicks**

- Curriculum and program development in collaboration with TD
- Provide field maps at all locations in conjunction with TD
- Responsible for all communications coordination and distribution in conjunction with on field coordinators, TD and Communication Coordinator
- Availability for Facilitating LTPD course work via Saturday sessions so parent coaches earn Active Start and Fundamentals credit (if necessary) BC Soccer to remuneration based on BC Soccer LF rates per workshop
- Planning, building and implementing FK schedule Fall, Winter and Spring in collaboration with TD & DO
- Report back to the TD with a yearly update

#### **Game videos**

- Provide video breakdowns, using VEO footage, based on input from team coaches, for two games for each BCSPL team each year
- Facilitate use of VEO video system with Technical Leads at Second Kicks locations at least twice per season, all First Kicks locations at least once, U11-12 home games three times and all BCSPL home games
  - Create a sign out form for U13 to U18 teams to use VEO through the season
- Coordinate use of VEO system for Skill Centre and Academy with Academy Manager

#### **Manage Events**

- Lead planning efforts and oversee staff for Beach Blast, Field Day and other events that may evolve in conjunction with TD and ED

#### **Evaluations**

- Update necessary documentation annually in conjunction with TD
- Pre evaluation coordination and on-field evaluation hours at Phase 1 and 3
- Oversee collection of Phase 2 data
- Phase 3-4 team formation involvement
- Participating in annual review and improvement of Evaluation process with TD
- Inputting and collection of Phase 1 data from VanU+ teams
- Responsible for evaluating and placing players who arrive at the club during the summer and thru the fall/winter season

**Tournaments**

- Coordination for tournaments where we are entering BCSPL and/or VanU+ teams additional tournaments in consultation with TD
- Assisting the TD with paperwork and logistics for tournaments for our teams involving travel

**On-field coaching included in salary:**

- 8hrs/week between September and June
- Phase 1 Evaluation scoring as directed by the TD

**General Responsibilities:**

- Attend weekly staff meetings
- Attend other meetings as directed by the TD
- Regular communication by email, Zoom, phone calls and in-person meetings as required with TD, ED and DO.
- Assistance with other tasks as directed by the TD

**Deadline for applying:** April 8, 2024. Please send your CV and a brief cover letter to Executive Director, Gregor Young, at [gregor@vancouverunitedfc.com](mailto:gregor@vancouverunitedfc.com)