



**POSITION:** *Development Officer*  
**LOCATION:** *Alberta – Location Flexible*  
**REPORTS TO:** *Owner / CEO*  
**TERM:** *Part-time Permanent*  
**SALARY:** *Dependent on qualifications and experience*

*BC SURF is a professionally managed multidiscipline club designed to challenge, inspire, and provide opportunities to youth athletes.*

BC Surf Soccer Club, is based in beautiful British Columbia and specializes in the development of focused athletes. As an official partner of perennial powerhouse Surf Soccer, based in the USA, we benefit from a collaborative approach amongst the 40 Surf Soccer clubs across North America. The partnership with Surf Soccer provides a wealth of world class resources and opportunities for our coaches, players, and our club.

Our operations are now expanded to Alberta and we are looking to appoint a Development Officer to guide our growth in the Region.

## POSITION OVERVIEW

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The Alberta Surf Development Officer position is a key role within our organization. The successful applicant will be responsible for the technical investment in its player base, with an emphasis on youth player development.

The Development Officer is responsible for all aspects of operations and administration of Alberta Surf and reports directly to the Sporting Director. This position is responsible for managing player registration, coach recruitment, oversight and support of the Girls and Boys Youth Development Coaches with team training and development, overseeing execution of all programs and events. This position serves as a liaison between the Surf organization and team/players and pertinent external entities and ensures that Alberta Surf is operating according to its mission, vision and values.

- Annually, create and execute the annual soccer master plan in coordination with the Girls and Boys Youth Development Coaches.
- Recruit and hire quality coaches in sufficient numbers to ensure that all players have quality training.
- Supervise Boys and Girls Youth Development Coaches and together with the Sporting Director review their performance on an annual basis.
- Measure programming success; create new development programs as needed.



- Foster and manage relationships with Provincial, District, and municipal soccer organizations as appropriate at the administrative level.
- Attend and facilitate internal staff/coaches meetings.
- Update the Sporting Director at monthly meetings on the status of operations. Topics include, but are not limited to, status of training programs, team/coach issues, etc.
- Review performance and compliance with codes of conduct and required player evaluations.
- Assist the Surf Sporting Director in determining coaches pay and work with the Girls and Boys Youth Development Coaches to establish annual expectations for said coaches.
- Oversee and manage the Training, Game, and Travel schedules.
- Assist in the development of the annual budget.
- Oversee and manage accurate recording of day to day financial activity.
- Coordinate with appropriate entities to ensure maintenance of facilities.

## QUALIFICATIONS

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- Highly organized with prioritizing and time management skills; previous leadership experience required.
- Possess strong interpersonal and public speaking skills and be able to resolve conflict in a professional manner.
- A passion for youth sports; soccer knowledge and experience is highly preferred but not required.
- Motivated by growth, professionally and personally of themselves and in others.
- 5+ years of experience within the game, including playing and coaching.
- Professional, university, college playing and coaching experience a plus.
- Canadian Soccer Association (CSA) B License required; CSA, USSF, or UEFA “A” License highly preferred.
- Completion of Stages 1 to 3 of the Community Coach Stream as set out by the BC Soccer Association / CSA.



- Commitment to achieve CSA Children and/or Youth License within one year of appointment.
- An understanding of the CSA's youth soccer competition structure which is provided through the three streams (Recreational, competitive, performance).
- Knowledge of the professional and university soccer landscape required.
- Strong relationships across the youth soccer industry in Canada.
- Ability to work independently in a multi-faceted, fast, fluid, and deadline-driven environment.
- Positive attitude and strong work ethic a must.
- Ability to work as business needs require which may include long days, evenings, weekends, occasional holidays, and travel if/when necessary

## REPORTING

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- Development Officer must be a team player with an ability to operate as part of an integrated multi-functional management team, reporting directly to the Surf Sporting Director.

## ESSENTIAL CRITERIA

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- Completion of a Child Abuse Registry Check and Criminal Record Check are required as a condition of employment.
- Proficient skills and experience in Microsoft Office Programs (Word, Excel, Power Point and Outlook).
- Development Officer will be required to work flexible hours which will include evenings and some weekends, and travel will be required.
- Must hold a Valid Provincial Driver's License.
- Must have authorization work in Canada.

Review of applications will begin immediately. The successful candidate will be expected to commence duties on location in early 2022.



To apply, please send a letter of interest with CV to [careers@bcsurf.ca](mailto:careers@bcsurf.ca) with the following subject line: Sporting Director Position.

BC SURF is an equal opportunity employer celebrating diversity and inclusivity for all. While we appreciate all interest, only those selected for an interview will be contacted. No phone calls please.

Official Partner of Nike



VIP Sports and Surf Soccer are proud to be partnered with NIKE as the Exclusive Athletic Apparel and Equipment Supplier to our club.

[www.NikeSoccer.com](http://www.NikeSoccer.com)