

Assistant Technical Director

Port Moody Soccer Club (PMSOC)

Reports To: Technical Director

Location: Port Moody, BC

Hours: ~35–40 hours per week (*administrative, field work, and weekend programming*)

Compensation: Commensurate with experience and qualifications

Position Overview

If you are interested in this position, please apply on Indeed:

<https://ca.indeed.com/job/assistant-technical-director-7b11453b595f6d5d>

Please note your application may be missed if it is not submitted on Indeed.

The Assistant Technical Director (ATD) plays a key role in delivering high-quality soccer programming for the Port Moody Soccer Club, which supports player growth, coach development, and positive member experiences.

In this role, you will focus on hands-on program delivery, coach support, and player development while ensuring consistency with the club's technical curriculum, long-term player development pathway, and overall philosophy. The ideal candidate will be passionate about community soccer and committed to creating a positive, inclusive, and progressive soccer environment.

Key Responsibilities

- **Technical Program Delivery:** Support the implementation of the club's technical curriculum and player development framework; lead or assist in sessions, academies, and camps; support player evaluations, team formation, and targeted training and development programs.
- **Coach Development & Mentorship:** Recruit, mentor, and support coaches (on and off the field) across all age groups, ensuring training sessions reflect the club's standards and philosophy. Assist in planning and delivering coach education opportunities, including workshops and seasonal orientations, with a focus on supporting pathways and inclusion initiatives.
- **Program Administration:** Support technical operations, including scheduling, communications, and collaboration with age group leads and team staff. Maintain and prepare accurate records, reports, and summaries for player evaluations, coach certifications, and program participation, ensuring alignment with club and governing body standards.
- **Community Engagement:** Represent the club professionally with members and partners; communicate program objectives clearly; foster a positive, inclusive club culture aligned with PMSOC values.

- **Strategic Support:** Assist in executing strategic and technical plans; contribute to program innovation and continuous improvement; support club events, tournaments, and festivals.

Your Qualifications

- **Canada Soccer B Licence** (or equivalent international qualification).
- Minimum **3–5 years** of coaching or technical leadership experience in a youth soccer environment.
- Strong understanding of player development principles and age-appropriate training methodologies.
- Proven ability to support and mentor coaches within a club structure.
- Excellent communication, organization, and interpersonal skills.
- Demonstrated ability to work collaboratively within a team and community setting.
- Experience and/or interest in supporting female player and coach development.
- Ability to work flexible hours, including evenings and weekends.
- Ability to be on the field 4-5 times per week to support programs.
- Valid driver's licence and access to reliable transportation.
- Must successfully complete a Criminal Record Check with Vulnerable Sector Screening.

Additional Qualifications (Nice to Have but Not Required)

- Post-secondary education in Sport Coaching, Kinesiology, or a related field.
- Experience in technical program coordination or academy management.
- Familiarity with BC Soccer and Canada Soccer player development frameworks.

How to Apply

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About Port Moody SC

Port Moody Soccer Club is a community-focused organization committed to providing excellence in soccer and life-enriching experiences for players of all ages, aspirations, and abilities. We strive to foster an environment of inclusivity, growth, and enjoyment—both on and off the field.