



# RIDGE MEADOWS SOCCER CLUB



## JOB POSTING

Positions: **Development Phase Director (U11 – U15)**

Type: **Paid / Contract**

Starting Date: **July / August**

Application Deadline: **Until Position Filled**

### About Ridge Meadows Soccer Club

Ridge Meadows Soccer Club services over 3,000 members from age 3 to 55+. Our Club provides soccer programming to youth and adult players of all skill levels and abilities in the communities of Maple Ridge & Pitt Meadows.

Website: <https://ridgemeanowssoccer.ca/home/>

### Position Overview

The Development Phase Director leads Ridge Meadows Soccer Club U11 to U15 programming. Reporting to the Sporting Director, the Development Phase Director will manage all aspects of the program, supporting the players, teams, volunteer coaches, and parents during the Fall/Winter and Spring Soccer Seasons.

The Development Phase director will also lead and manage RMSC Soccer Camp Programs during the Spring and Summer months.

### On-field Schedule

Monday	Tuesday	Wednesday or Thursday	Saturday	Sunday
Boys Training	Girls Training	Boys / Girls Training	Boys Gameday	Girls Gameday

### Contract Length & Compensation

- 24 Months (August 1<sup>st</sup> to July 31<sup>st</sup>)
- Full-Time Position
- Full term of Contract wage is between \$50,000 & \$55,000 (Depending on experience and qualifications)

### Key Skills

- Proficient with using MS Office
- Experience using video equipment and editing software.
- Proficient with creating presentations and documentation.
- Experience with delivering presentations and information online and in person.
- Friendly, approachable, respectful, and empathetic
- Organized with attention to detail.

### Development Phase Director Responsibilities include:

- Program Management & Organization
- Develop, maintain, and update program training and game models.
- Support coaches with implementing Club training and game models
- Manage and coordinate training and game-day field setup and takedown.
- Manage fluid player movement / training and game-day.
- Manage pre-season roster creation and player placements.
- Facilitate onboarding of new volunteer coaches
- Provide ongoing education and support to coaches on club development and policies.
- Manage parent information and education.
- Design and deliver coach education events (1 x Fall, 1 x Spring)
- Support coaches with Coach Certification process
- Manage Development Phase equipment (teams & locations)
- Management of Technical Support Staff

### **Soccer Camp Manager**

- Lead the implementation of Holiday Camp programming.
- Manage program curriculum, schedules, and on-field setup.
- Manage onboarding of Soccer Camp Staff
- Manage program equipment.

### **Experience and Certification Requirements**

- Experience leading specific age group programming within a community soccer club environment
- Required Canada Soccer Community Courses
- Respect In Sport & NCCP Training and Certifications
- Current Criminal Record Check (CRC) within 2 Years
- First Aid Trained
- Holds or working towards Canada Soccer Association Youth License or National B License or equivalencies.

### **Process**

RMSC has started screening candidates

To apply, please send the following to the Sporting Director – [sporting.director@ridgemeanowssoccer.ca](mailto:sporting.director@ridgemeanowssoccer.ca)

- Resume
- Cover Letter
- Portfolio

Ridge Meadows Soccer Club is an equal opportunity employer. If you require accommodation for the recruitment/interview process, please let us know, and we will work with you to meet your needs.

We would like to thank all applicants for expressing their interest, but only those invited for formal interviews will be contacted.