



# Sherwood Park District Soccer Association

#170 3001 Buckingham Drive  
Sherwood Park, AB T8H 0X5  
(p) 780.449.1343  
www.spdsa.net

**April 7, 2022**

## **Director of Sherwood Park (SP) Phoenix Player Development Program (PDP)**

Sherwood Park District Soccer Association (SPDSA) is excited to be accepting applications for the position of the Director of Phoenix Player Development Program (PDP). As a key member of the SPDSA Technical Development team, this role will be integral in growing the game at all levels in Sherwood Park, the Capital Region & Alberta. Through innovation and targeted investment this role will be responsible for developing pathways for the highest levels of Youth Soccer in Canada. The primary purpose of this position is to collaborate, design and develop PDP programming to ensure that SPDSA is a leader in player, coach, and resource development practices.

Reporting to the Executive Director, the Director of Phoenix PDP is responsible for the SPDSA's PDP programs' operation and management, providing feedback on SPDSA PDP teams and their coaches in our U13 Pre-PDP and U14-U18 PDP age groups.

### **RESPONSIBILITIES**

#### **PLANNING & BUDGET**

- Designing and delivering program plans and sessions.
- Provide coaching mentorship.
- Provide collaboration and leadership to design player pathways, including early player pathways.
- Provide annual program reports with recommendations for improvements.
- Design and plan a yearly Phoenix PDP Calendar.
- Monitor the Phoenix PDP portions of the approved budget, income, and expenditures.
- Assist in the preparation of the annual program evaluation and reporting documents.

#### **PDP PROGRAM**

- Identify training and development needs for Phoenix PDP players and coaches.
- Design and deliver an overall coach development program based on the "coach the coaches" concept, including the systematic evaluation and feedback processes.
- Build relationships with Phoenix PDP stakeholders and families.
- Develop communications specific to the Phoenix PDP program, which will be shared to coaches and parents.
- Plan, deliver and discuss session plans with Phoenix PDP team coaches.
- Manage FAQ's during the season.
- Support and provide Feedback to Phoenix PDP team coaches during season and self-improvements.
- Assist in the development of skill development programs and curricula for all Phoenix PDP athletes within SPDSA in alignment with LTPD (Long Term Player Development) principles



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- Develop and manage a talent identification system and feedback process within the Phoenix PDP Program
- Develop and maintain on the SPDSA 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 Technical Director
- 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

- Develops and implements procedures that create efficient and organized administrative procedures to create transparent and understandable policies for all Phoenix PDP stakeholders
- Coordinate with Phoenix PDP team Managers to ensure that all required Managerial Duties are performed professionally and in a timely manner
- Provide content for communications and marketing
- In coordination with administration, accounting and tracking for all Technical Equipment
- When required, assist the registrar in ensuring the completion of security for all Phoenix PDP coaches.
- Coordinate facility bookings for all Phoenix PDP Programs and Events with administration.
- Identify opportunities for process and policy improvement and recommend changes.
- Promotion of the SPDSA to all stakeholders, parents, and players
- Liaise with the CSA, ASA, EIYSA, EMSA, EDSA 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 behaviours to fulfill the responsibilities of the position successfully:
- Ability to problem solve, navigate complexities, and collaborate with others to develop solutions.
- A desire for continuous learning.
- An innovative thinker prepared to consider solutions based on data and 21st century capabilities that are available, accessible, and affordable.
- Expertise working with young players and coaches in the early and later stages of development.
- Superior coaching skills, knowledge, and background in the game
- Represents the principles with a good understanding of the Long-Term Athlete Development model.
- Respects and practices the mission, goals and guiding principles of the SPDSA
- Represents SPDSA in an accurate, fair and favourable manner
- Strives to enhance the image of SPDSA: assists with promotion and visibility of the



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Association to all stakeholders

- Excellent interpersonal skills in working 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 capacity building leadership, resource management and computer proficiency.
- Demonstrates the ability to collaborate in a high-paced environment.

### **DESIRED KNOWLEDGE, EDUCATION AND EXPERIENCE**

- Minimum CSA Youth License in Coaching or equivalent (or in 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 Physical Education or related field.
- Digital proficiency required Microsoft Office, soccer session planning software and collaboration tools.

### **WORKING CONDITIONS**

- The Director of Phoenix PDP works in an office and suitable environment with flexible hours to accommodate a coaching role. Still, the mission of the Association may often take them to non-standard workplaces.
- The Director of Phoenix PDP works an average of 30 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.

Note: This role may require additional responsibilities and duties as assigned by the SPDSA from time to time.

### **SALARY TO COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS.**

Interested candidates are encouraged to apply by submitting their resume and cover letter to [m.dugas@spdsa.net](mailto:m.dugas@spdsa.net).

Posting will remain open until the position has been filled.

SPDSA is committed to upholding the values of equity, diversity, and inclusion in our work environment. We value the contributions that each person brings and are committed to ensuring full and equitable participation for all members.

We thank all applicants that express interest in the position, but only those selected for an interview will be contacted.