



Calgary Foothills Soccer Club

Position Description:

Fundamental Phase Lead

Developing Excellent Players and Outstanding People

Please email a copy of your resume to jobs@gofoothills.ca by Friday, October 21st, 2022

FUNDAMENTALS PHASE LEAD

Position Summary

Working under the guidance of the clubs Technical Director and Academy Managers, the Fundamental phase lead will provide support in the U4-U10 area of the club.

Position Responsibilities & Duties

- Delivering on field sessions within the U9/10 academy
- Designing a curriculum for U4-U10 Fundamental phase of the club. Create and implement technical curriculum for each age group of the phase.
- Develop a coach education program. Provide informative detailed information to our grassroots coaches on a weekly basis that will help them have a positive experience throughout the season
- Supervise and support all areas of the club to ensure the pathway and programming is correct.
- Create grassroots program details and summary, and submit to marketing department for posting on the website
- Handle day to day inquiries from grassroots membership
- Work closely with admin staff to maintain current files on players/parents and coaches
- Create grassroots teams, and communicate to the grassroots membership
- Complete grassroots schedules and communicate to grassroots membership
- Support in the inventory portion of the club for equipment during the indoor and outdoor seasons.



Calgary Foothills Soccer Club

Position Description:

Fundamental Phase Lead

Developing Excellent Players and Outstanding People

- Develop relationships/partnerships with other clubs and communities across the city.
- Managing coaching qualifications.
- Management/Administration - Word/Excel/PowerPoint/Keynote
- Affective and timely communication to our membership.
- Continued relationship building with governing bodies, influencing CSA/ASA/CMSA to promote our players to higher levels of the game.
- Communication through the club's power up system.
- Plan and deliver all Allocated Business functions throughout the year.

Position Skills & Qualifications

- Active start NCCP courses.
- National B license (Working towards)
- Canada soccer's youth license - Will be expected to complete before 2025.

Business Function(s)

- TBC



Calgary Foothills Soccer Club

Position Description:

Fundamental Phase Lead

Developing Excellent Players and Outstanding People

Particulars

Hours of Work

- 40-50 hours per week (depending on time of the season)
- 15 days of holiday per year, plus additional public holidays that maybe taken in lieu if worked on.

Salary

- ?? CDN per year + ?? seasonal bonus (one winter & one summer) subject to performance review.
- Basic health care package.
- Laptop allowance provided
- Support with Coach qualifications



Calgary Foothills Soccer Club

Position Description:

Fundamental Phase Lead

Developing Excellent Players and Outstanding People

Performance Review - Twice Per Year - Quarterly Objectives + business Function(s)

Employee	Year Reviewed	
	Date of Review	

Position Competency	Technical Director Comments
<p>Quality and Quantity of Work</p> <p>Deals with concepts and complexity comfortably Adheres to set processes, procedures and regulations Produces work that is mostly error free the first time Thinks things through and has mental agility appropriate for the job Demonstrates a strong work ethic Effectively manages workload Quality of work is not sacrificed for quantity</p>	
<p>Working Together</p> <p>Establishes and maintains effective working relationships Shares information and knowledge with others Actively participates and gives input to team meetings or discussions Helps others as needed or seeks opportunities to assist others Gains trust and respect from team members and supervisor Cooperates with team members and others in the organization Open to other's viewpoints Manages conflict constructively</p>	
<p>Communication</p> <p>Practices attentive and active listening Listens with the intent to understand Writes and speaks clearly and succinctly Is able to articulate thoughts, ideas and concepts Uses non-verbal cues to enhance communication Adjusts style to a variety of people and situations Demonstrates strong presentation skills (if applicable)</p>	
<p>Organizing, Planning and Time Management</p>	



Calgary Foothills Soccer Club

Position Description:

Fundamental Phase Lead

Developing Excellent Players and Outstanding People

<p>Uses resources effectively and efficiently to get things done Orchestrates multiple tasks at the same time Accurately scopes out length and difficulty of tasks and projects Sets and meets objectives and goals Anticipates and adjusts for problems and roadblocks Uses time effectively and efficiently Concentrates effort on set priorities</p>	
<p>Problem Solving and Decision Making</p>	
<p>Identifies and defines problems Analyzes problems (may investigate and/or troubleshoot) Recommends solutions and/or solves problems Evaluates results to ensure desired outcome was achieved Uses careful thought and sound judgment Makes good decisions in a timely manner Solutions and suggestions are appropriate</p>	