

Job Description
Toronto High Park FC (“THPFC” or “the Club”)
Role: OPDL Head Coach

I. Overview

The OPDL coach is a part-time employee whose primary objective is to develop players in a fun and challenging environment. Player retention is of the highest importance and the coach should endeavor to provide quality programming to all players. The employee will coach in the OPDL and Pre-OPDL programs.

II. Responsibilities

1. Functional Accountabilities

- Implement the Club’s Philosophy for player development.
- Hands on organization and management of the team.
- Ensure TeamSnap is kept up to date (schedule and roster).
- Timely communication via Teamsnap to parents.
- Coordinate with team managers/management.
- Support the Club and co workers positively.
- Plan, deliver, and analyze training sessions and games.
- Design and implement a periodized plan.
- Set and review individual player targets.
- Attend all in-house & OS led coach education sessions.
- Complete player feedback forms for each player twice per year.
- Send out program offer letters.
- Deliver one parent meeting per team per season.
- Provide opportunities for development players when possible.
- Attend Provincial screening events.
- MGMT & execution of HUDL.

2. Relationship Management

It is vital for you to know the names of all the players you coach and they should all know your name too!

- Line Manager

- Colleagues (Fellow coaches, Operational Staff, and Volunteers)
- Players
- Parents
- Team Managers

3. Reporting

- Provide the line manager with bi-weekly updates focusing specifically on improvements that can be made to player development.
- Highlight any potential problems to the line manager immediately.

III. Working Conditions

The Coach is assigned their coaching hours by the Club with the majority of the job taking place at soccer fields within the GTA. Any administrative tasks may be completed at home. The coach is not generally expected to visit the Club office except for staff meetings and/or coach education. Standard equipment for training sessions, games, & festivals/tournaments is provided by the Club, as well as Club attire, which is to be worn at all club related functions.

IV. Direct Reports

The coach will report directly to the appropriate program coordinator below and will receive at least one formal performance review from the Manager of High Performance per year.

- OPDL & Pre-OPDL = Manager of High Performance

V. Competencies Required

The coach should be punctual, professional, approachable, responsive, passionate, show a strong commitment towards self-improvement, and be able to communicate efficiently to all stakeholders.

VI. Qualifications & Requirements

- Age-appropriate OS Coaching Certification
- Respect in Soccer

- Making Ethical Decisions
- Making Headway
- Keeping Girls in Sport
- Vulnerable Sector Check